2014

IBMP Manual

ITEM BANK MANAGEMENT PLATFORM MANUAL

THE ENGLISH VERSION 2014

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1. Introduction

1.1. About AGI

Advanced Group of Information Technology (AGI) is a global information technology & educational services company. AGI delivers powerful techniques and advanced technologies in IT services in many fields and areas. In the field of educational assessment, AGI has a lot of contributions such as *Item-Banking Online Platform*, *Online Testing Gate*, *Statistical Analyzer*, *Interactive Online Reporting Platform*, *Learning Outcomes Management System*, etc. One of the major advantages of AGI systems are that they are built based on add-ons modules integrate in a sense to form one huge electronic platform for educational assessments. AGI also supports *building capacity* as one of the most effective strategies to maximize productivity, manage change and build self-confidence towards organizations' success. AGI offers extensive *training services for organizations and institutes*. Moreover, AGI offers *consultation* that demands skilled resources and a proven best-practice methodology to optimize costs, reduce risks, and achieve a faster return on investment. AGI offers the outsourcing service for companies to ensure that their internal resources are freed up for more mission-critical activities and AGI experience is translated into greater operational efficiencies within companies' processes and products.

1.2. AGI History

AGI was formerly found in 2009 as Arab Group for Assessment (AGA). After serving in the field of educational assessment for almost three years and providing the Arab market with a lot of products and services, AGI founders decided to widen and deepen AGI's scope of work throughout the implementation of information technology in different fields.
Advanced Group of Information Technology (AGI) was chosen as a new brand to reflect the high professionally level of the team work and integration of IT services and technology. Seeking towards a number of partnerships and alliances, AGI started a new phase of business to become a leading company in the Middle East in the fields of software and educational services.
In a very short time, AGI succeeded in reserving respectable location in the domestic and regional market through offering a series of services and products. AGI's solutions are designed to fit the market requirements as constructed on the basis of needs assessment studies.

1.3. Overview of Item Banking Management Platform (IBMP) ©

IBMP is a comprehensive system for item banking, item authoring, reviewing and test assembly via collaborative client/server platform. It is designed to be used by professionals of testing development on organizational or national settings, as well as, teachers and educators on classroom based assessments. Moreover, it is designed with a package of features created specifically to make item and test development easier, faster, user-friendly and more cost effective.

IBMP is a flexible, reliable and easy-to-use platform that manages the processes of assessment framework creation, test blue print design, item storage, item authoring, item editing, item change tracking, and remote item writing as well. It also provides automation of test forms assembly in terms of the stored test blueprint. It supports all test publishing methods: paper-and-pencil and online test publishing.

As IBMP uses recent IT technologies, it also supports the recent most measurement theories, such as Item Response Theory (IRT), that enriches the processes of item selection and test assembly with the highest level of accuracy.

IBMP uses one of the most powerful referential databases (i.e., Microsoft© SQL Server 2012©) and implements highly effective security procedures on three levels as follows:

- **Users Security Level:** we provide multiple types (roles) of users. Each user type has privileges to do specific roles in assessment process (the ability to assign privilege in any level easily by the client).
- **Data Security Level:** we use one of most powerful and advanced encryption algorithm for securing the tests & questions content stored in database. We use *Advanced Encryption Standard (AES) Algorithm* as an encryption algorithm and the encryption/decryption key stored in hardware Security Key attached with the product.
- **Application Security Level:** we used in application security *Hardware Security Key* to secure application from stealing and to prevent anyone run the program without having the security key and also the cryptography secret key stored on it.

IBMP consists of 3 modules: Central Intelligent Item Bank Module (CIIB), Item Development Module (IDM) and Test Assembly Module (TAM). All IBMP modules support Microsoft© Windows 7© and Windows 8© technologies.

1.3.1. Central Intelligent Item Bank (CIIB)

CIIB represents IBMP core-player. It manipulates most of item banking main processes and manages its key features, especially, in creating item banks structures and setting general rules, installations and databases. Bank managers use CIIB to create unlimited number of items banks with very high level of security. Each user can only accesses authorized item-banks related to his/her assigned privileges.

CIIB Key Features:

- Provide a text editor with support for different languages text (English, French, Chinese, etc.) and fully support for Arabic language text with the ability to format text and tables, images within the text.
- Support writing mathematical equations, chemical formulas and complex scripts.
- Support for Microsoft Word© add-ons: Equation Editor & fonts.
- Write items on predefined item templates.
- Provide manipulation with both classical and modern statistical theories (i.e., IRT).
- Store item statistics over multiple administration years.
- Draw items characteristics curves (ICCs) and information function curves (IIFs).
- Generate statistical summary tables and test characteristic curves, test information curves.
- Pre-created fields for storing & retrieving statistical indexes (classical & item

response theory) & availability of defining user statistical and custom fields. It gives flexibility to store and retrieve items further information and indexes.

- Intelligent search engine for items.
- High level of security through a multilevel security system over all bank levels via user accounts and user privileges. Besides, stored items content are encrypted on database.
- Ability of storing unlimited numbers of items on a SQL server database.

1.3.2. Item Development Module (IDM)

IDM is also a client/server application that supports and manages item writing and reviewing processes. Item writing editor is very powerful editor that is compatible with Microsoft Office©. You can use the equation editor or paste any of your items without missing a letter or symbol. It supports all languages supported by Microsoft Windows©. It also supports all plugins installed on Microsoft Windows©.

Bank managers use IDM to build tests frameworks, tables of specifications and assign writing tasks to item writers and reviewer. Then, item writing tasks can be automatically distributed to item-writers' online accounts. Item writers work remotely in writing the items tasks and submitting items for review by item reviewers. Item reviewers access items remotely for review and submit them to supervisors through few clicks. Supervisors are responsible of approving items and submitting them to Central Intelligent Item Bank (CIIB) to start test assembly process.

IDM Key Features:

- Provide building and modifying test framework and blueprints on the system remotely (defining framework components like overview, purpose, main concepts, sub-concepts, cognitive levels, item types, learning outcomes, weight percentages, etc.).
- Provide starting item writing sessions based on test blueprint.
- Provide automatic distribution of item writing tasks on item writers.
- Provide automatic distribution of item revision tasks on item reviewers.
- Provide exporting item writing task in printed forms (item cards) in case of writing item in offline mode.
- Support item writing tasks log to track all the tasks' status, dates and owners.
- Allow item writer to explore his/her own sessions and writing tasks online.
- Allow item writer to write items, save them and submit them for revision.
- Allow item writer to explore rejected tasks and to rejection justification. Then, modify items and resubmit them.
- Allow item reviewers explore his/her assigned tasks.
- Allow item reviewers to review and judge item writing tasks (accept it to Central Item Bank or reject it with justifications).
- Provide a list of reports about writing and reviewing items progress.

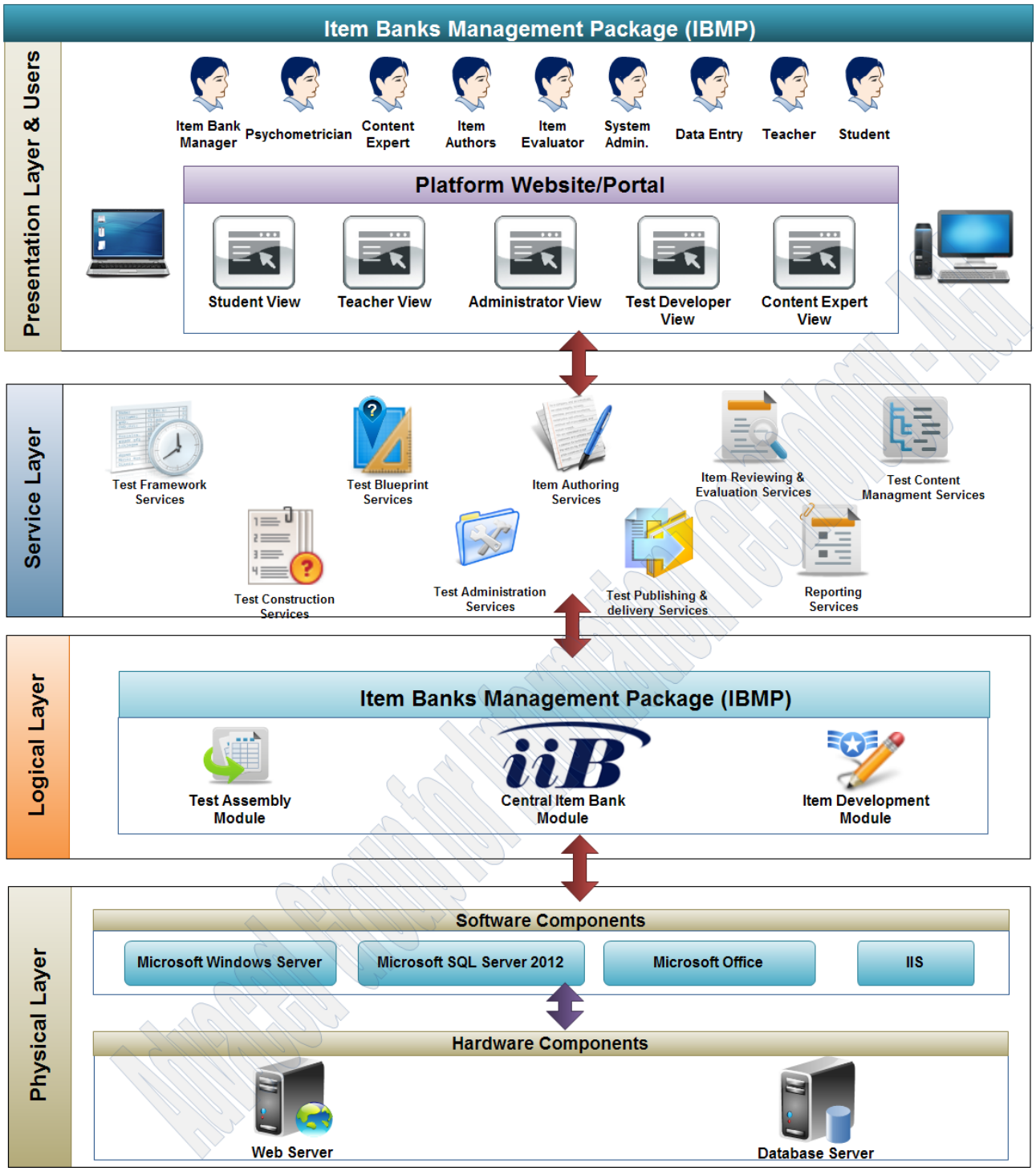
1.3.3. Test Assembly Module (TAM)

TAM's main objective is to support the process of test assembly, i.e., to become flexible and easy process that may take only few seconds. Test forms can be assembled manually (by selecting items one-by-one), semi-automatically (by searching items through search criteria), or automatically(just by selecting test blueprint previously defined on TAM). Depending on how rich is your item-bank, TAM's test automatic generation feature can create different equivalent and equated forms as much as you can imagine. IRT is implemented to support the assembly of equated test forms.

After test assembly process is finished, test booklets are created and exported into Microsoft Office© format for ease of use. Test booklets can be also saved in the PDF format before sending them to the printer.

TAM Key Features:

- Produce multiple test forms within single test.
- Generate reports to help in test construction.
- Generate reports for test characteristics curves (TCCs).
- Manual test construction feature is applied (by exploring items over bank levels and select preferred items).
- Semi-automatically test construction feature is applied (by searching items through search criteria).
- Test automatic generation feature can create different forms depending on the test framework and table of specification created by Item Development Module (IDM).
- Test automatic generation feature can create different forms depending on test criteria.
- Ability to publish assembled test forms to paper-and-pencil mode or computer based mode.


Item Banks Management Package (IBMP)
Presentation Layer & Users
Item Bank Manager
Psychometrician
Content Expert
Item Authors
Item Evaluator
System Admin.
Data Entry
Teacher
Student
Platform Website/Portal
Student View
Teacher View
Administrator View
Test Developer View
Content Expert View
Service Layer
Test Framework Services
Test Blueprint Services
Item Authoring Services
Item Reviewing & Evaluation Services
Test Content Managment Services
Test Construction Services
Test Administration Services
Test Publishing & delivery Services
Reporting Services
Logical Layer
Item Banks Management Package (IBMP)
Test Assembly Module
iiB
Central Item Bank Module
Item Development Module
Physical Layer
Software Components
Microsoft Windows Server
Microsoft SQL Server 2012
Microsoft Office
IIS
Hardware Components
Web Server
Database Server

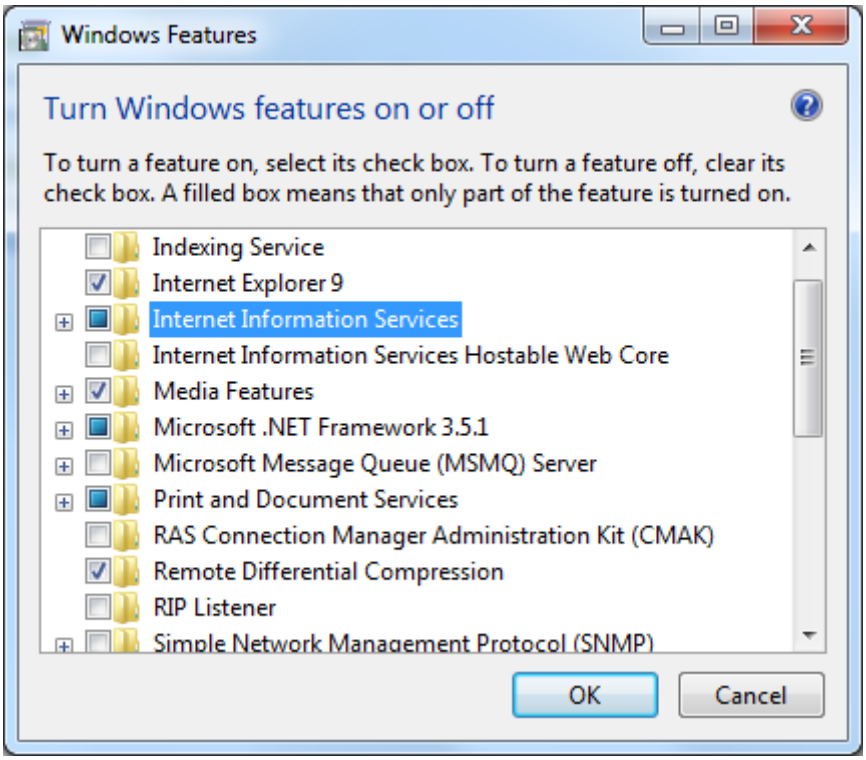
2. IBMP Installation Guide

2.1. Application Installation

1. Go to **E:**, create a folder named **IIB**.
2. Copy entire CD into the created folder.
3. Install **Internet Information Services**

   Go to **Start → Control Panel → Programs and Features → Turn windows feature on or off**.

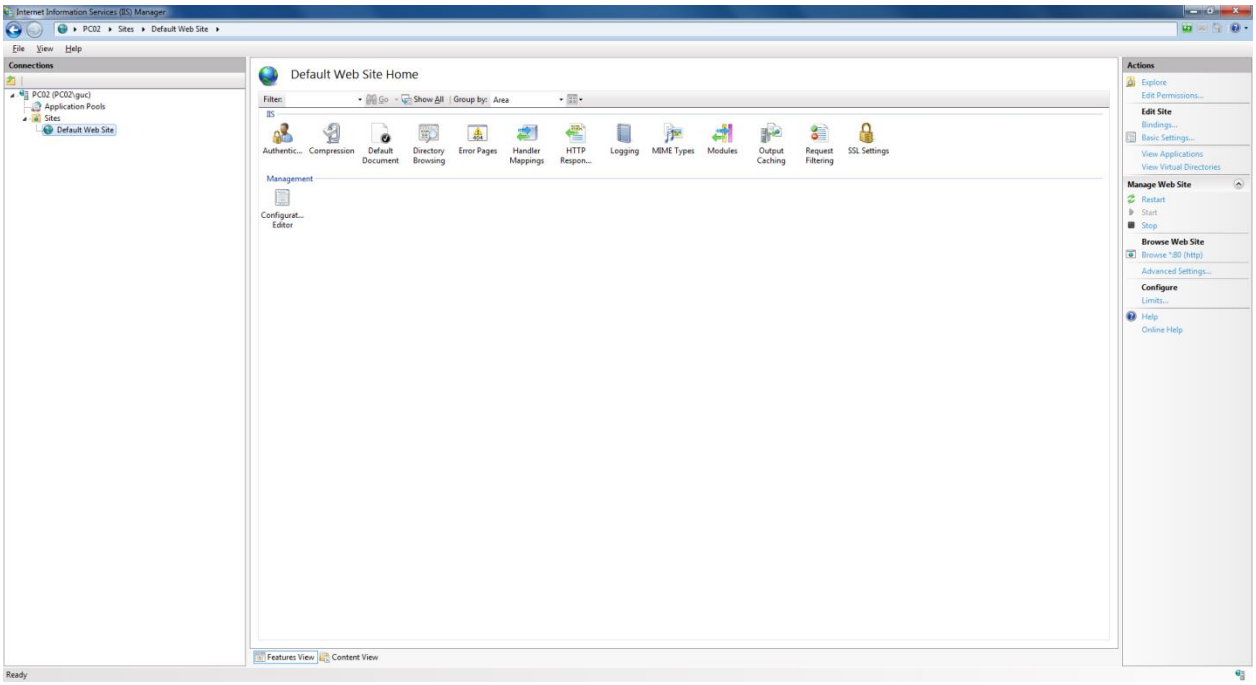
   Select **Internet Information Services** then press **OK** button.


Windows Features
Turn Windows features on or off
To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.
Indexing Service
Internet Explorer 9
Internet Information Services
Internet Information Services Hostable Web Core
Media Features
Microsoft .NET Framework 3.5.1
Microsoft Message Queue (MSMQ) Server
Print and Document Services
RAS Connection Manager Administration Kit (CMAK)
Remote Differential Compression
RIP Listener
Simple Network Management Protocol (SNMP)
OK
Cancel

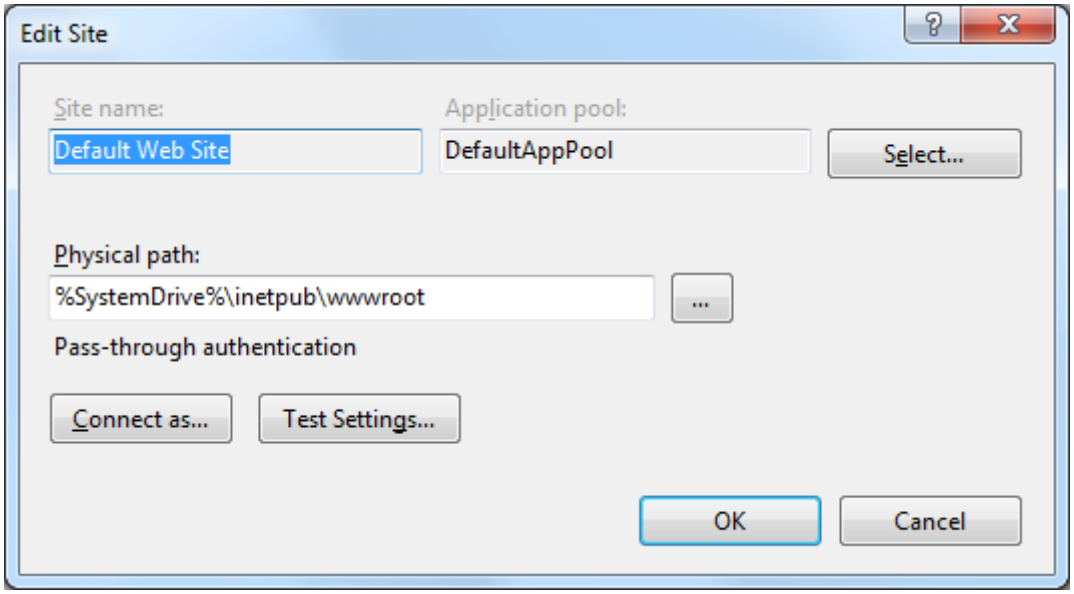
4. Go to **Start → Control Panel → Administrative Tools → Internet Information Services**.

   Expand to **Default Web Site**.

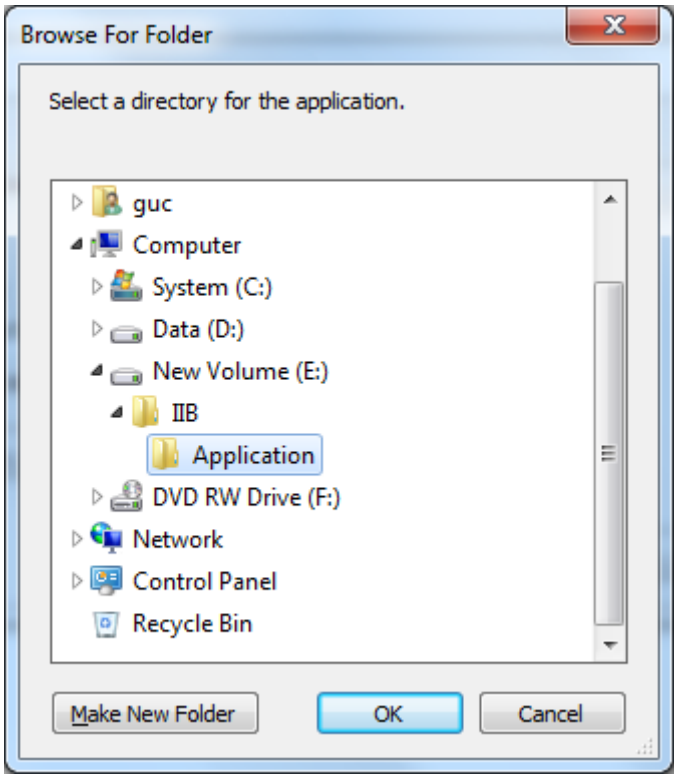
   In the right menu choose **Edit Bindings**.



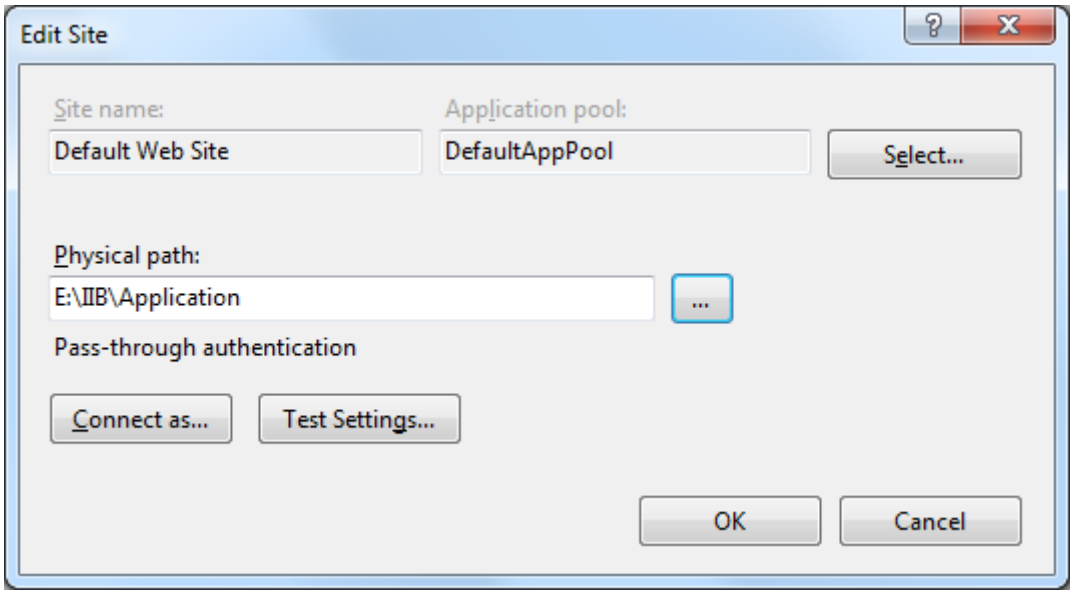
5. Press the browse button (…).



6. Browse for the application folder **E:\IIB\Application** then press **OK** button.

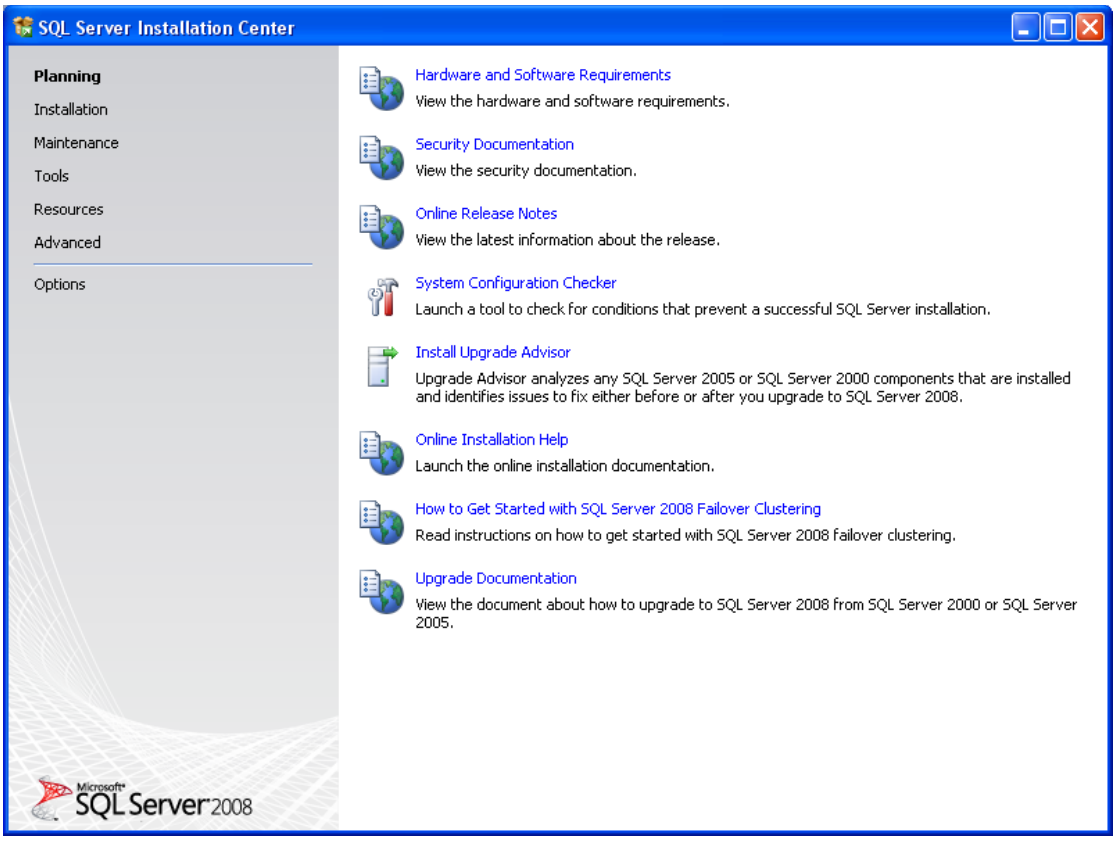


7. Press **OK** button.

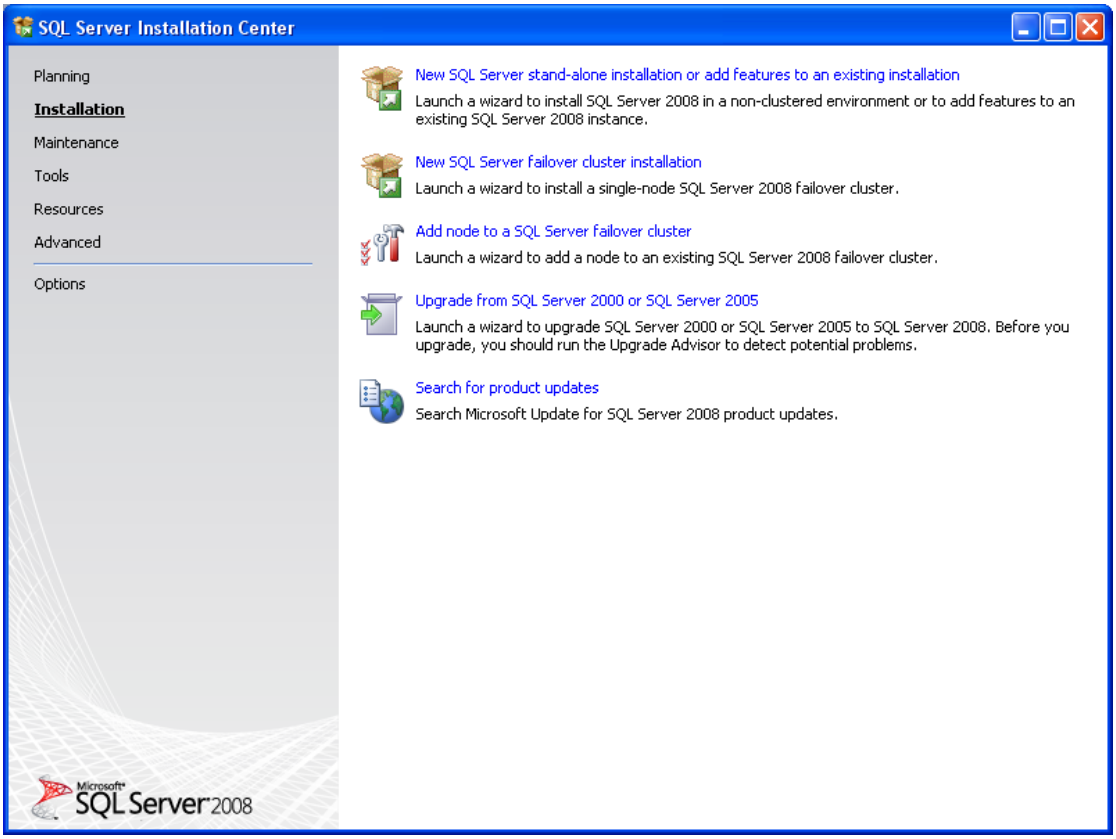


2.2. SQL Server Installation

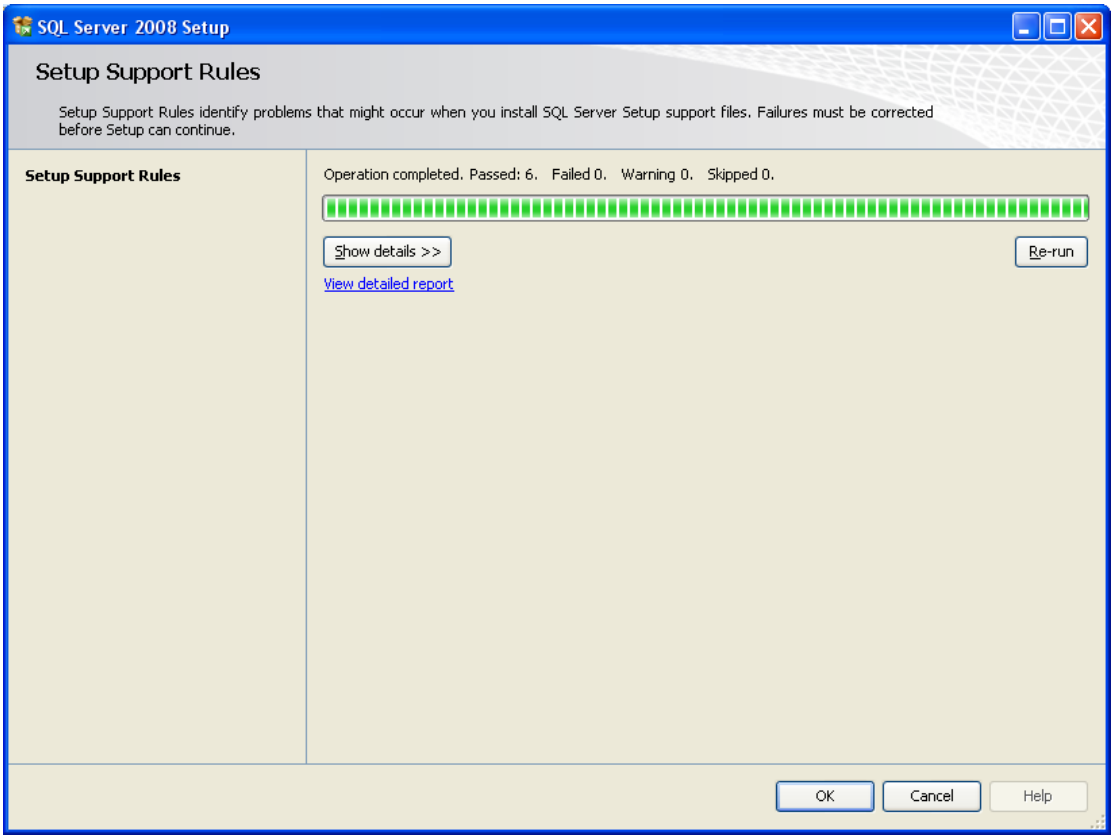
1. Run SQL Server setup, form the following screen choose **Installation**


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Advanced
Options
Hardware and Software Requirements
View the hardware and software requirements.
Security Documentation
View the security documentation.
Online Release Notes
View the latest information about the release.
System Configuration Checker
Launch a tool to check for conditions that prevent a successful SQL Server installation.
Install Upgrade Advisor
Upgrade Advisor analyzes any SQL Server 2005 or SQL Server 2000 components that are installed and identifies issues to fix either before or after you upgrade to SQL Server 2008.
Online Installation Help
Launch the online installation documentation.
How to Get Started with SQL Server 2008 Failover Clustering
Read instructions on how to get started with SQL Server 2008 failover clustering.
Upgrade Documentation
View the document about how to upgrade to SQL Server 2008 from SQL Server 2000 or SQL Server 2005.
Microsoft SQL Server 2008

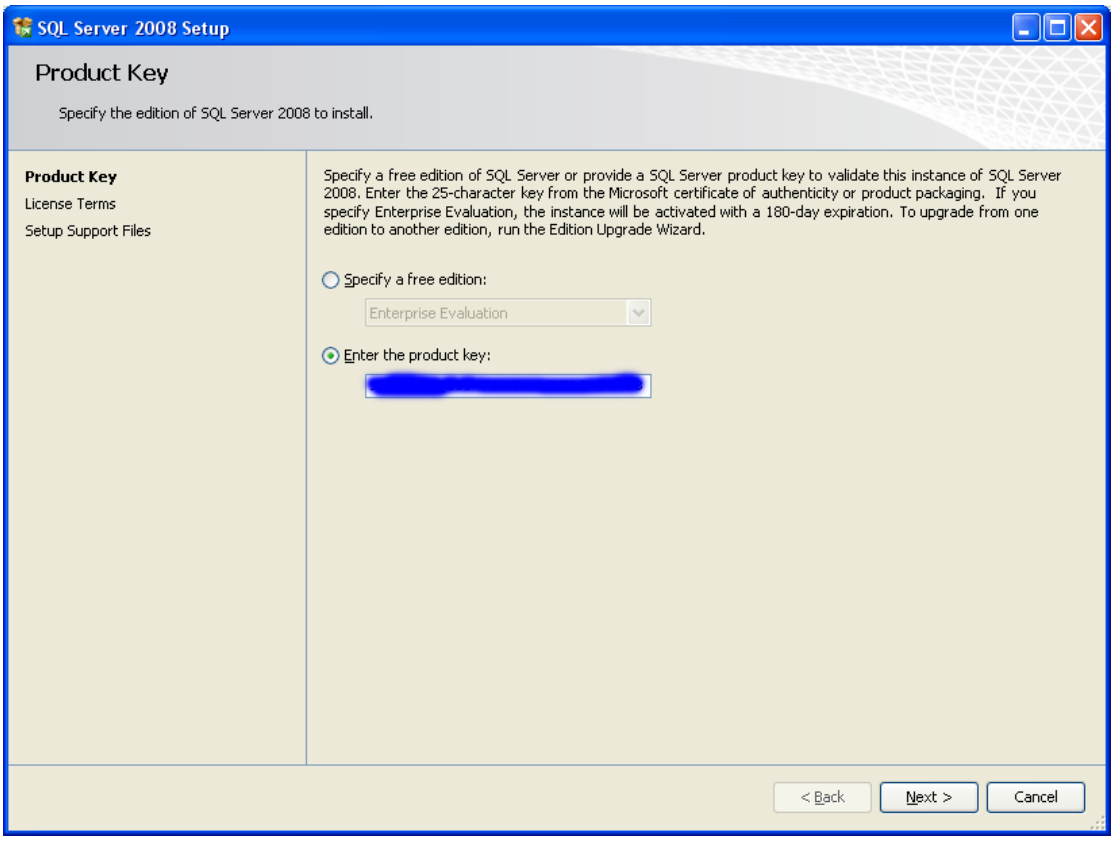
2. From the following screen, choose **New SQL Server stand-alone installation or add features to an existing installation**.


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Advanced
Options
New SQL Server stand-alone installation or add features to an existing installation
Launch a wizard to install SQL Server 2008 in a non-clustered environment or to add features to an existing SQL Server 2008 instance.
New SQL Server failover cluster installation
Launch a wizard to install a single-node SQL Server 2008 failover cluster.
Add node to a SQL Server failover cluster
Launch a wizard to add a node to an existing SQL Server 2008 failover cluster.
Upgrade from SQL Server 2000 or SQL Server 2005
Launch a wizard to upgrade SQL Server 2000 or SQL Server 2005 to SQL Server 2008. Before you upgrade, you should run the Upgrade Advisor to detect potential problems.
Search for product updates
Search Microsoft Update for SQL Server 2008 product updates.
Microsoft SQL Server 2008

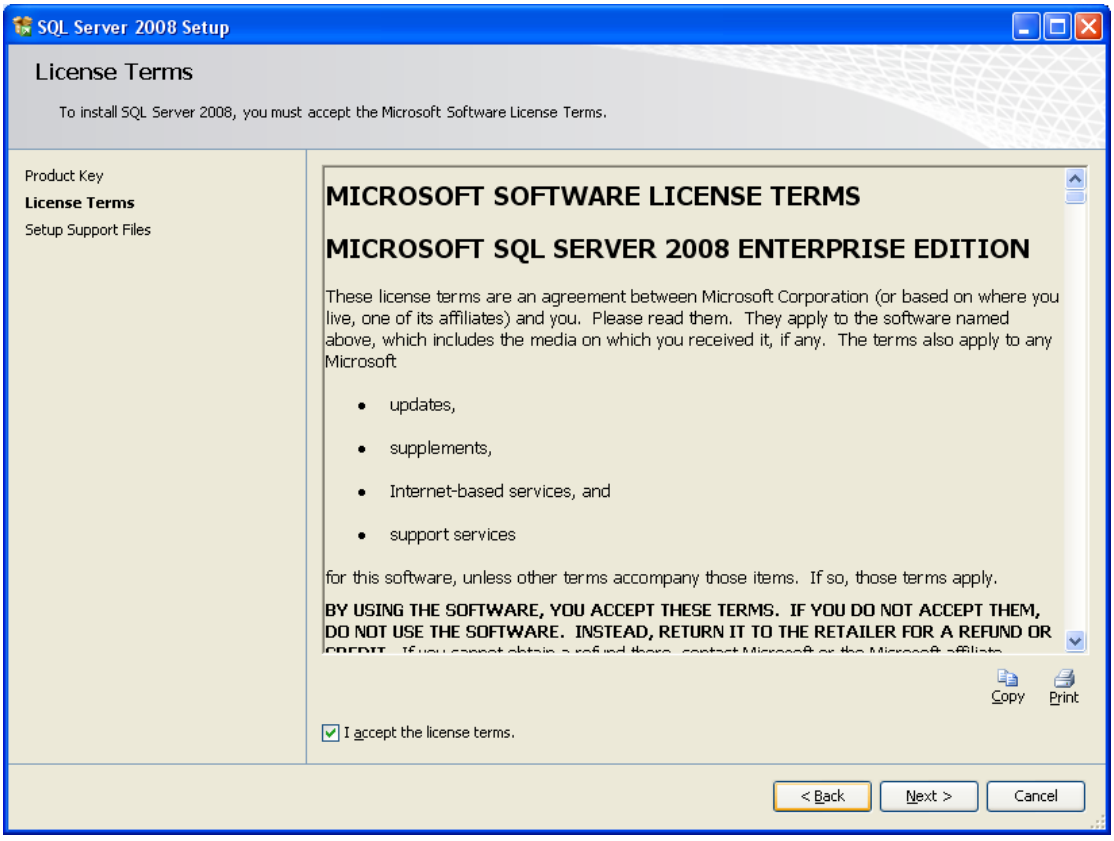
3. Check that testing passed then press **Ok** button.


SQL Server 2008 Setup
Setup Support Rules
Setup Support Rules identify problems that might occur when you install SQL Server Setup support files. Failures must be corrected before Setup can continue.
Setup Support Rules
Operation completed. Passed: 6. Failed 0. Warning 0. Skipped 0.
Show details >>
Re-run
View detailed report
OK
Cancel
Help

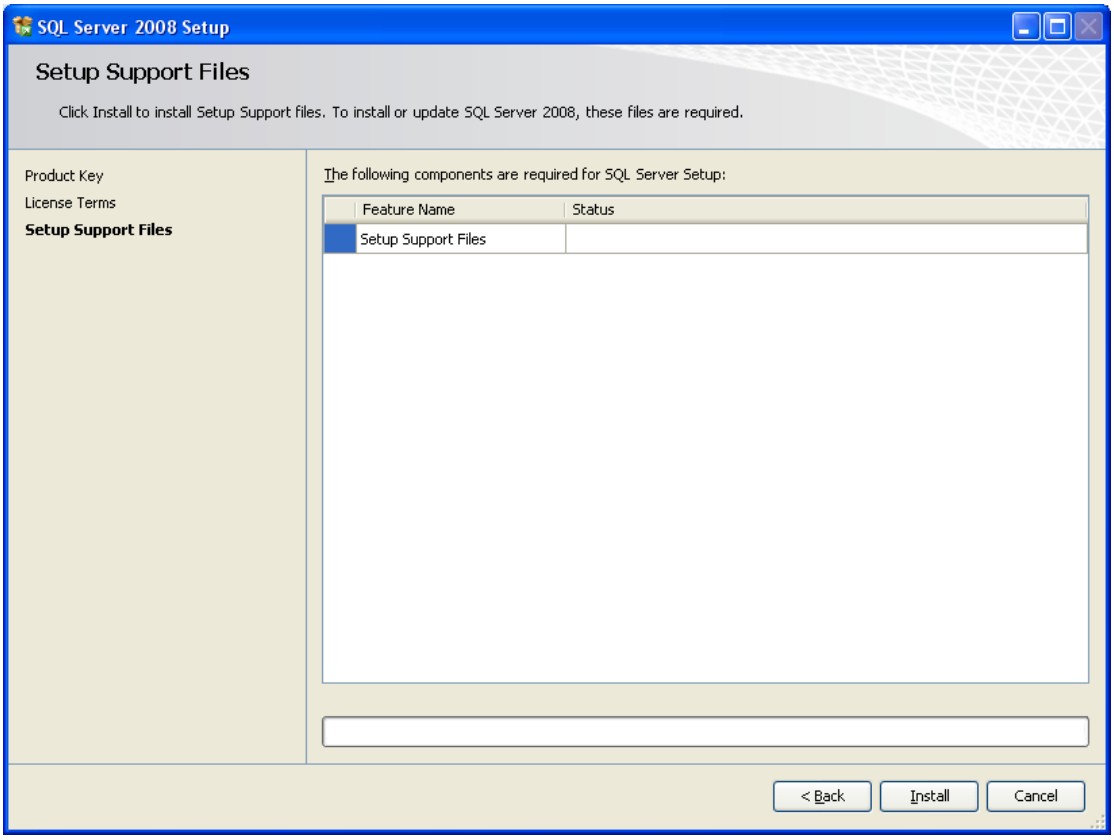
4. Enter the key of the SQL server then press **Next** button.


SQL Server 2008 Setup
Product Key
Specify the edition of SQL Server 2008 to install.
Product Key
License Terms
Setup Support Files
Specify a free edition of SQL Server or provide a SQL Server product key to validate this instance of SQL Server 2008. Enter the 25-character key from the Microsoft certificate of authenticity or product packaging. If you specify Enterprise Evaluation, the instance will be activated with a 180-day expiration. To upgrade from one edition to another edition, run the Edition Upgrade Wizard.
Specify a free edition:
Enterprise Evaluation
Enter the product key:
< Back
Next >
Cancel

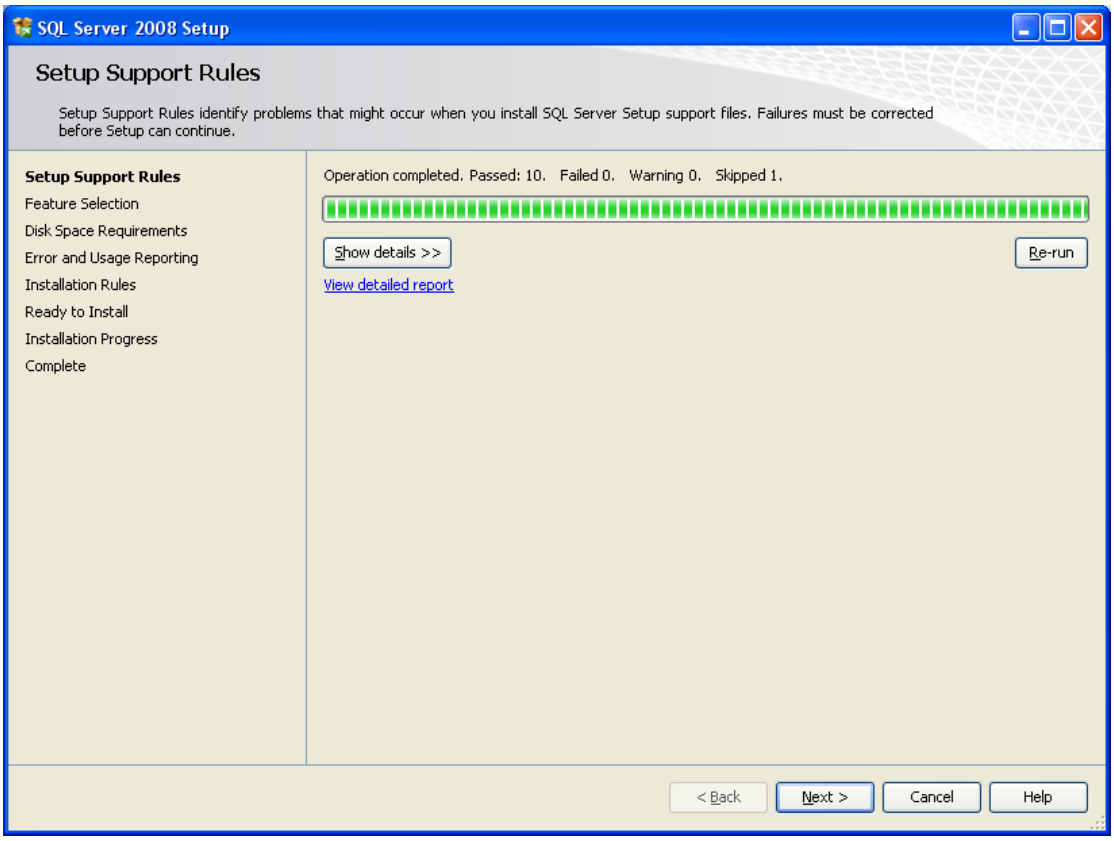
5. Accept the license terms then press **Next** button.


SQL Server 2008 Setup
License Terms
To install SQL Server 2008, you must accept the Microsoft Software License Terms.
Product Key
License Terms
Setup Support Files
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT SQL SERVER 2008 ENTERPRISE EDITION
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft
updates,
supplements,
Internet-based services, and
support services
for this software, unless other terms accompany those items. If so, those terms apply.
BY USING THE SOFTWARE, YOU ACCEPT THESE TERMS. IF YOU DO NOT ACCEPT THEM, DO NOT USE THE SOFTWARE. INSTEAD, RETURN IT TO THE RETAILER FOR A REFUND OR
Copy
Print
I accept the license terms.
< Back
Next >
Cancel

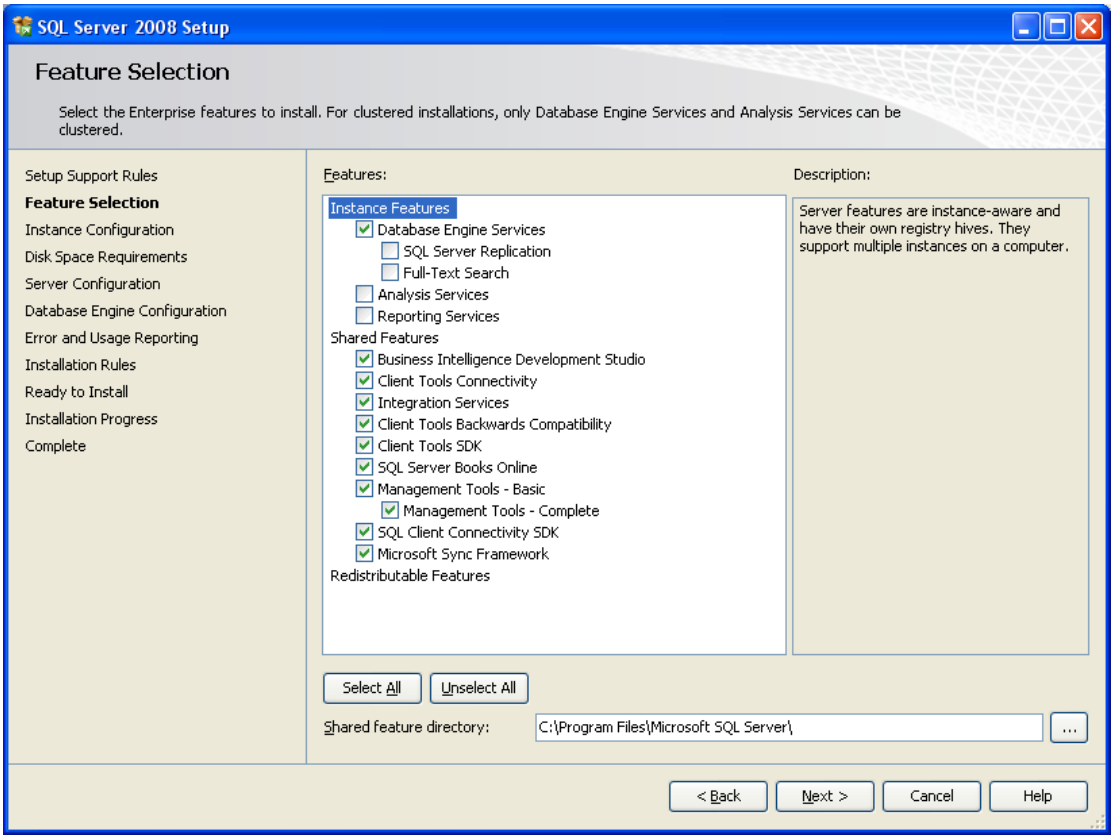
6. Press **Install** button to install SQL Server supported files.



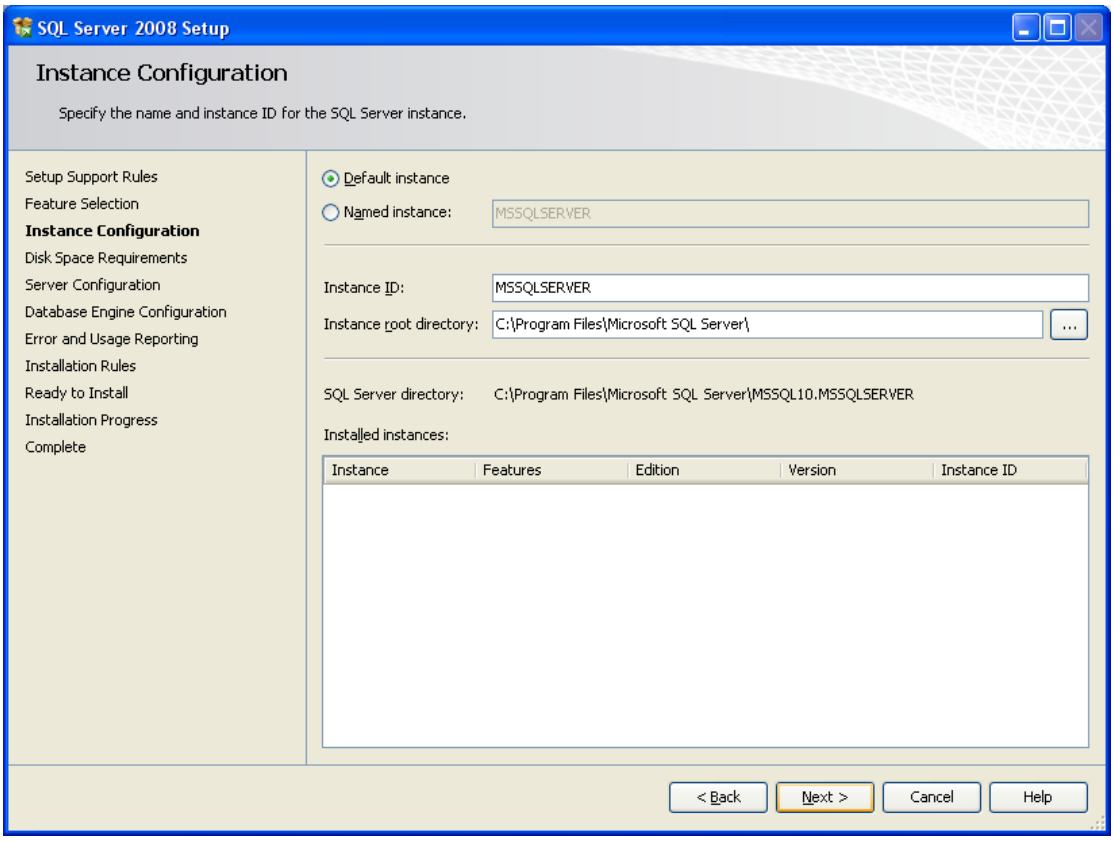
7. Check that supported files installed successfully then press **Next** button.


SQL Server 2008 Setup
Setup Support Rules
Setup Support Rules identify problems that might occur when you install SQL Server Setup support files. Failures must be corrected before Setup can continue.
Setup Support Rules
Feature Selection
Disk Space Requirements
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Operation completed. Passed: 10. Failed 0. Warning 0. Skipped 1.
Show details >>
Re-run
View detailed report
< Back
Next >
Cancel
Help

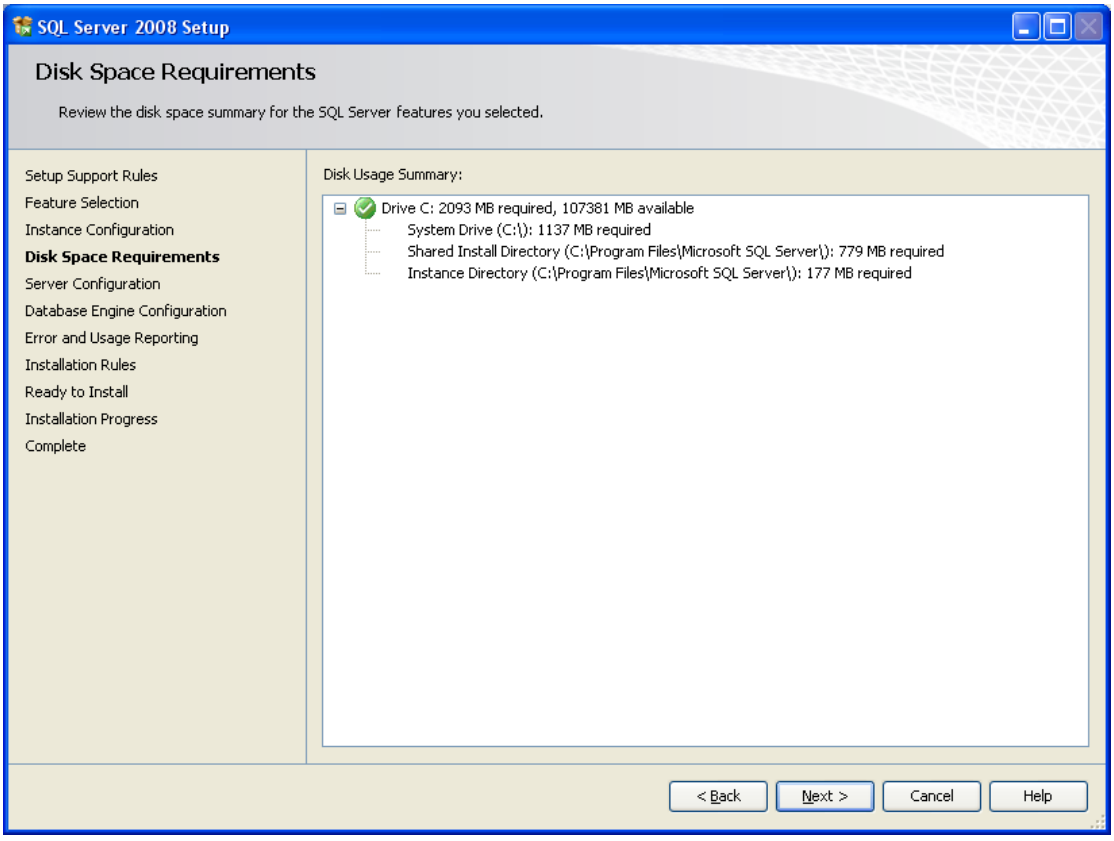
8. Select features to be installed then press **Next** button. Make sure that **Database Engine Services** and **Management Tools** are selected.



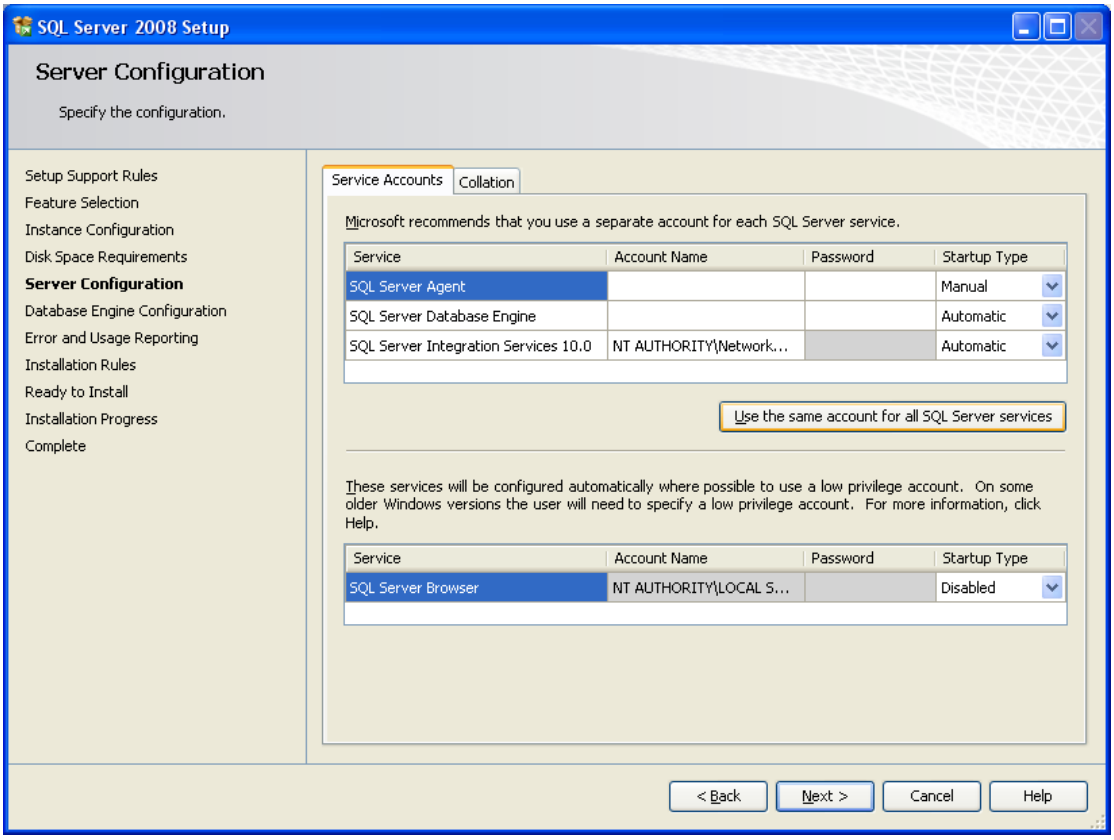
9. Choose **Default instance** then press **Next** button. You may change the installation path.



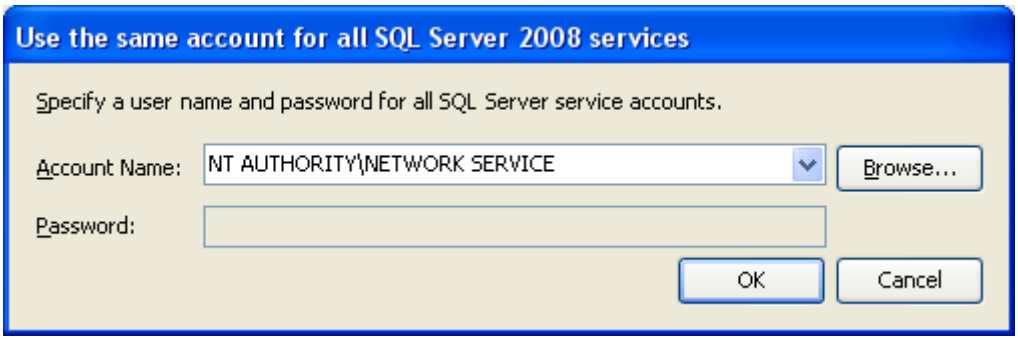
10. Confirm required disk space then press **Next**.


SQL Server 2008 Setup
Disk Space Requirements
Review the disk space summary for the SQL Server features you selected.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Disk Usage Summary:
Drive C: 2093 MB required, 107381 MB available
System Drive (C:\): 1137 MB required
Shared Install Directory (C:\Program Files\Microsoft SQL Server\): 779 MB required
Instance Directory (C:\Program Files\Microsoft SQL Server\): 177 MB required
< Back
Next >
Cancel
Help

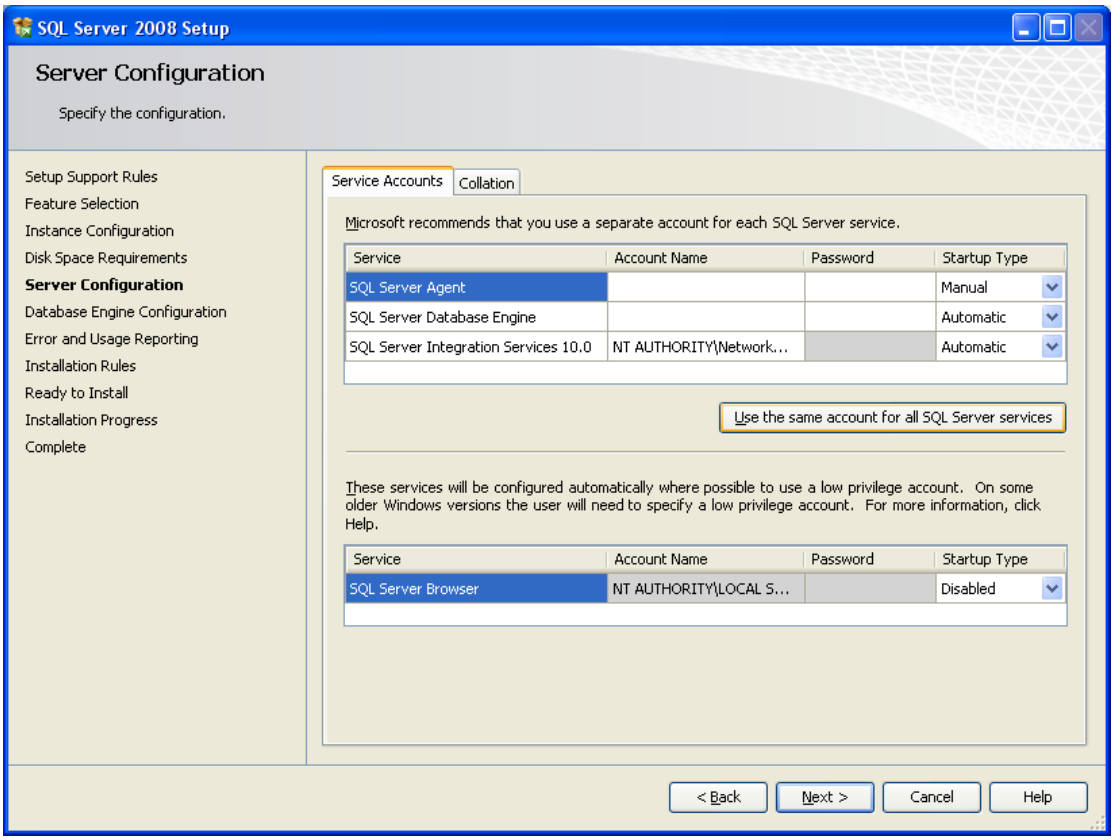
11. Press **Use the same account for all SQL Server services**.



12. Choose **NT AUTHORITY\NETWORK SERVICE** the press **OK** button.

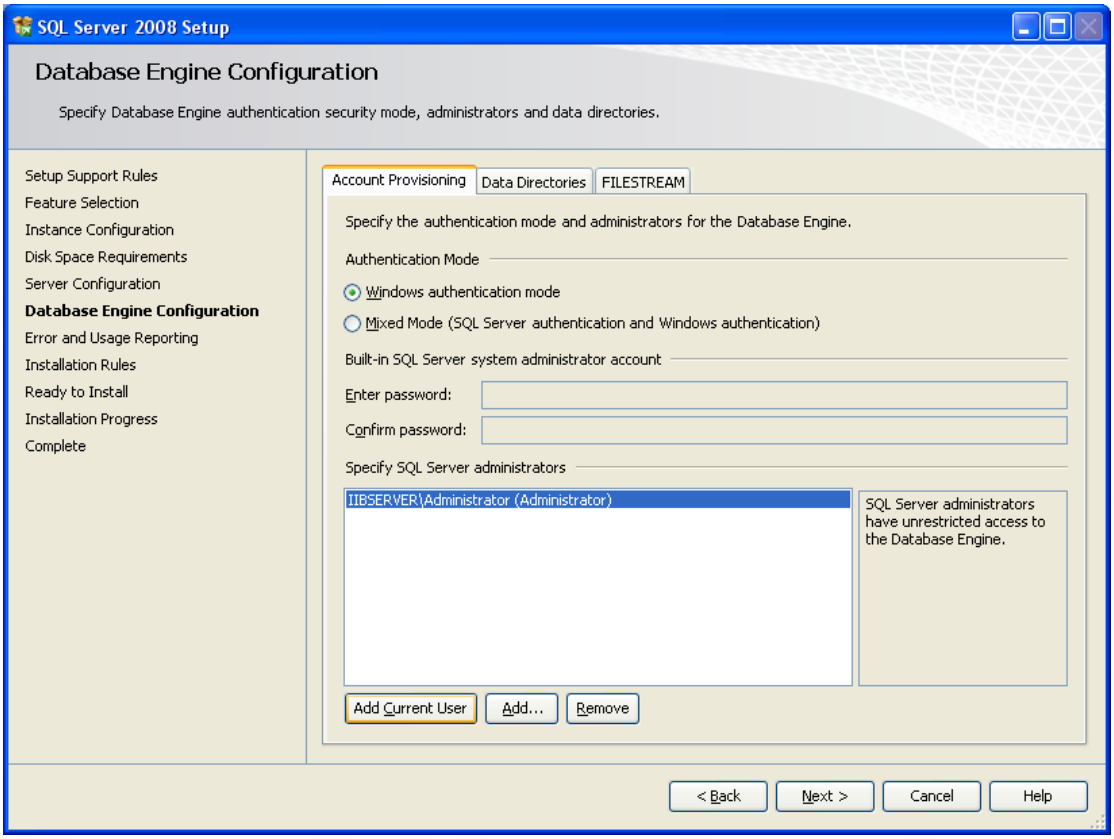


13. Press **Next** button.

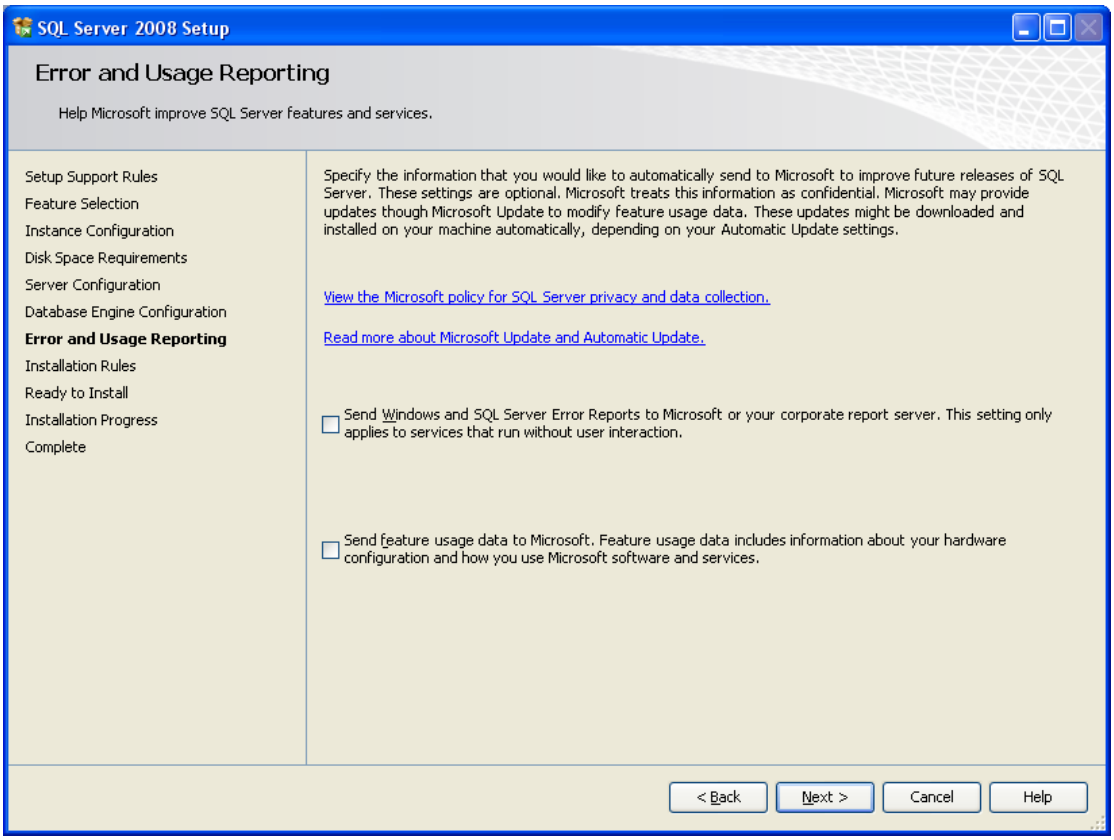


14. Choose **Mixed Mode (SQL Server authentication and Windows authentication** and type in the password and password confirmation.

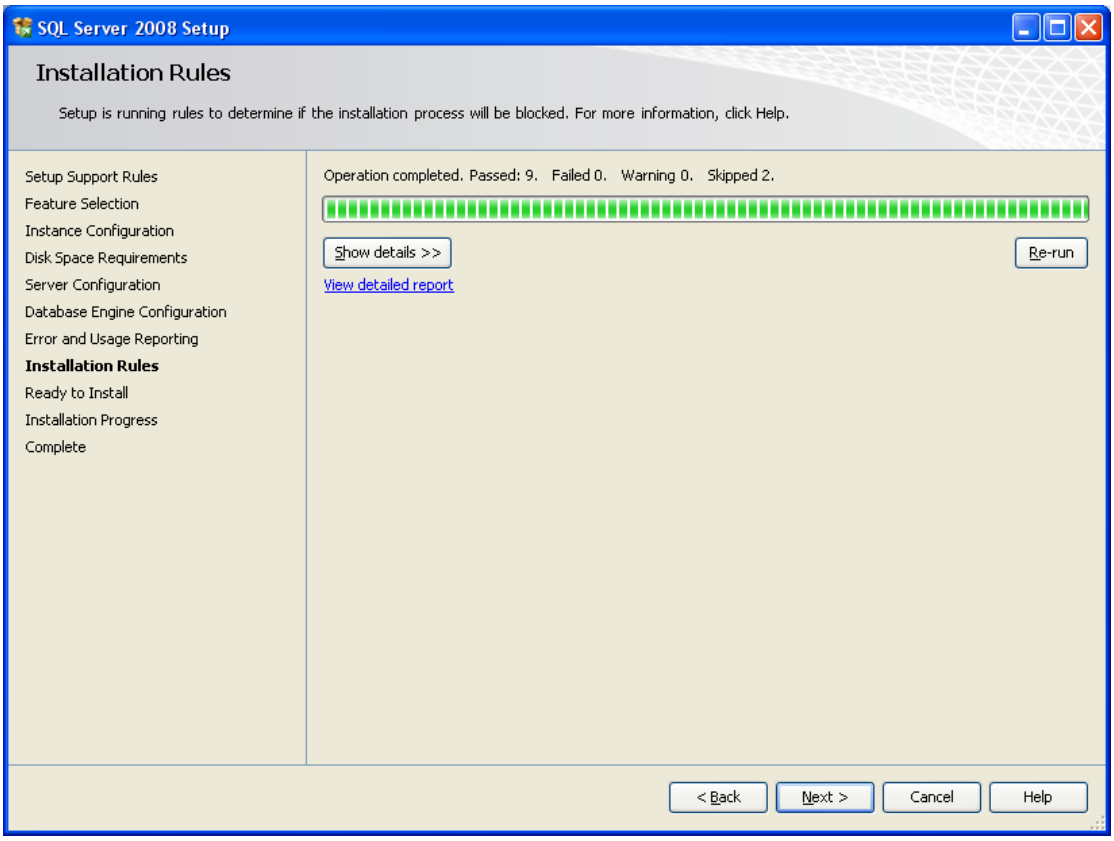
15. Choose **Windows authentication mode** and provide password and confirmation. Press **Add Current User** button then press **Next**.



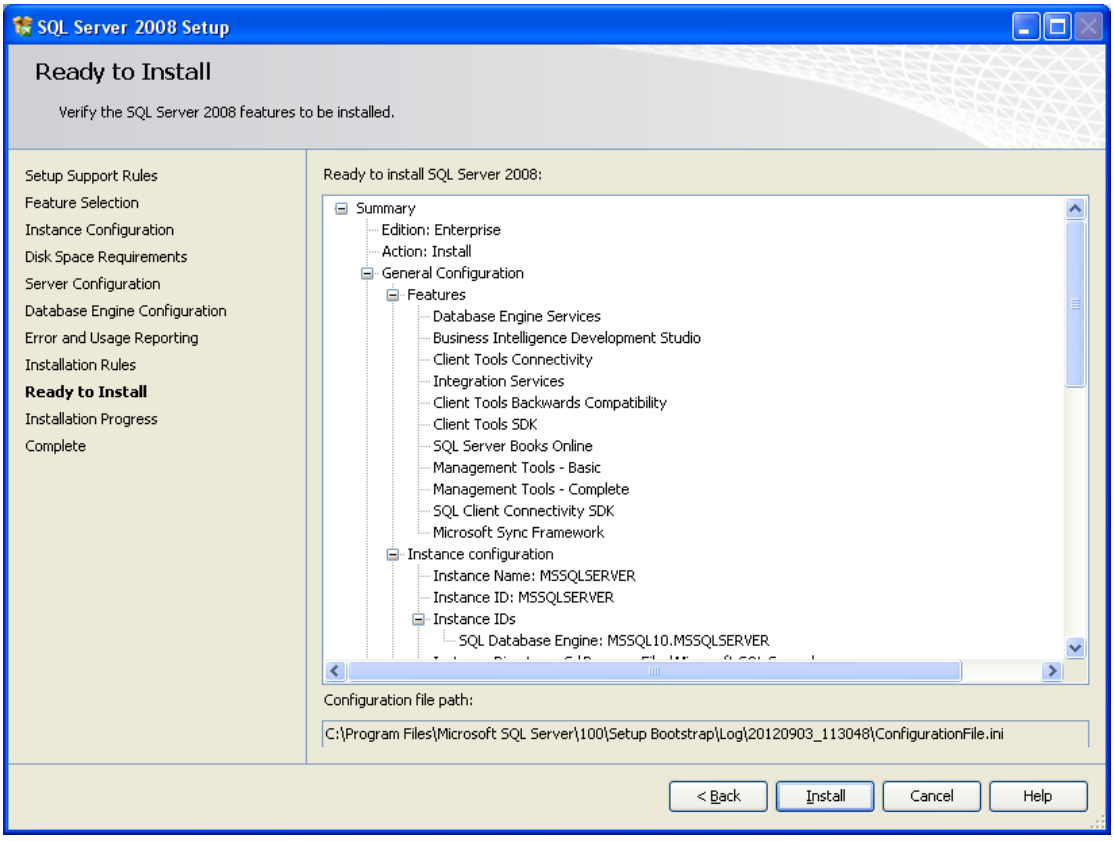
16. Review the information then press **Next**.


SQL Server 2008 Setup
Error and Usage Reporting
Help Microsoft improve SQL Server features and services.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates though Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings.
View the Microsoft policy for SQL Server privacy and data collection.
Read more about Microsoft Update and Automatic Update.
Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction.
Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use Microsoft software and services.
< Back
Next >
Cancel
Help

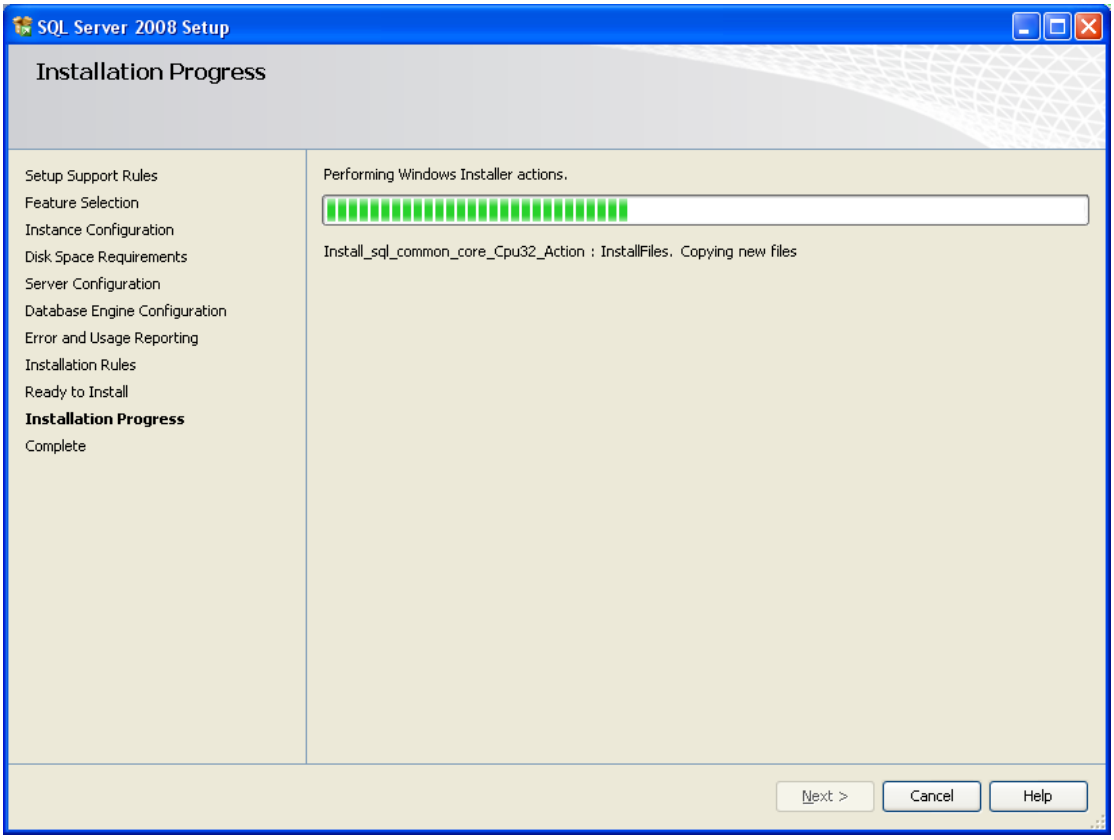
17. Confirm installation ruels then press **Next** button.



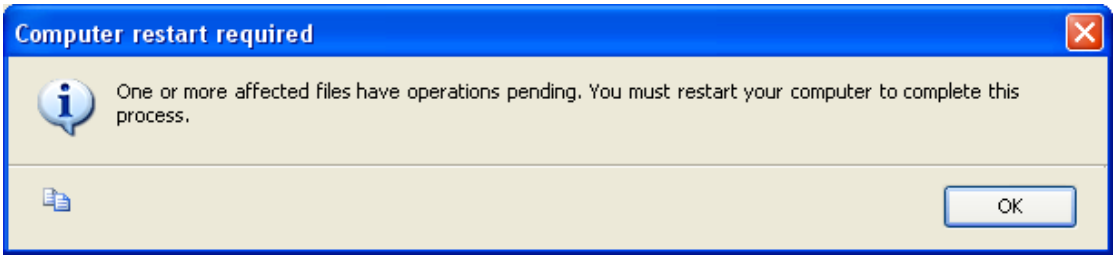
18. Review installation summary then press **Next** button.



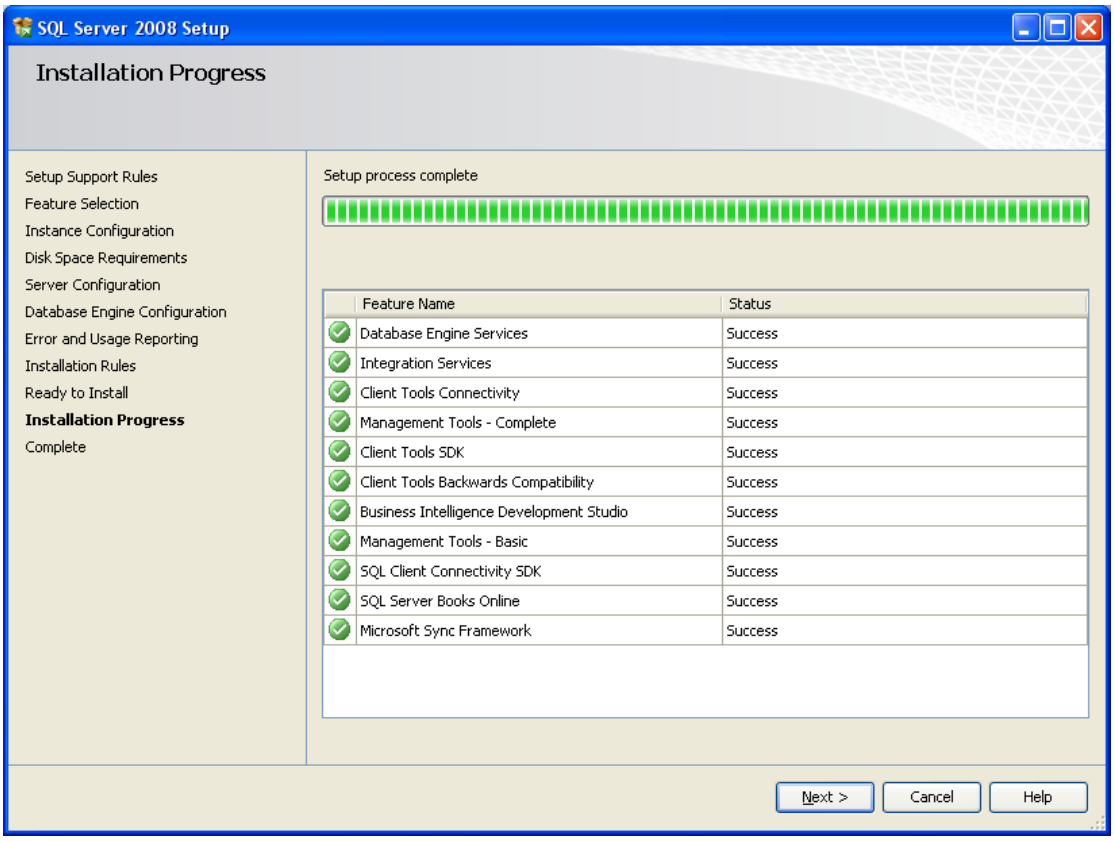
19. Set back and wait until installation completes, this may take several minutes.



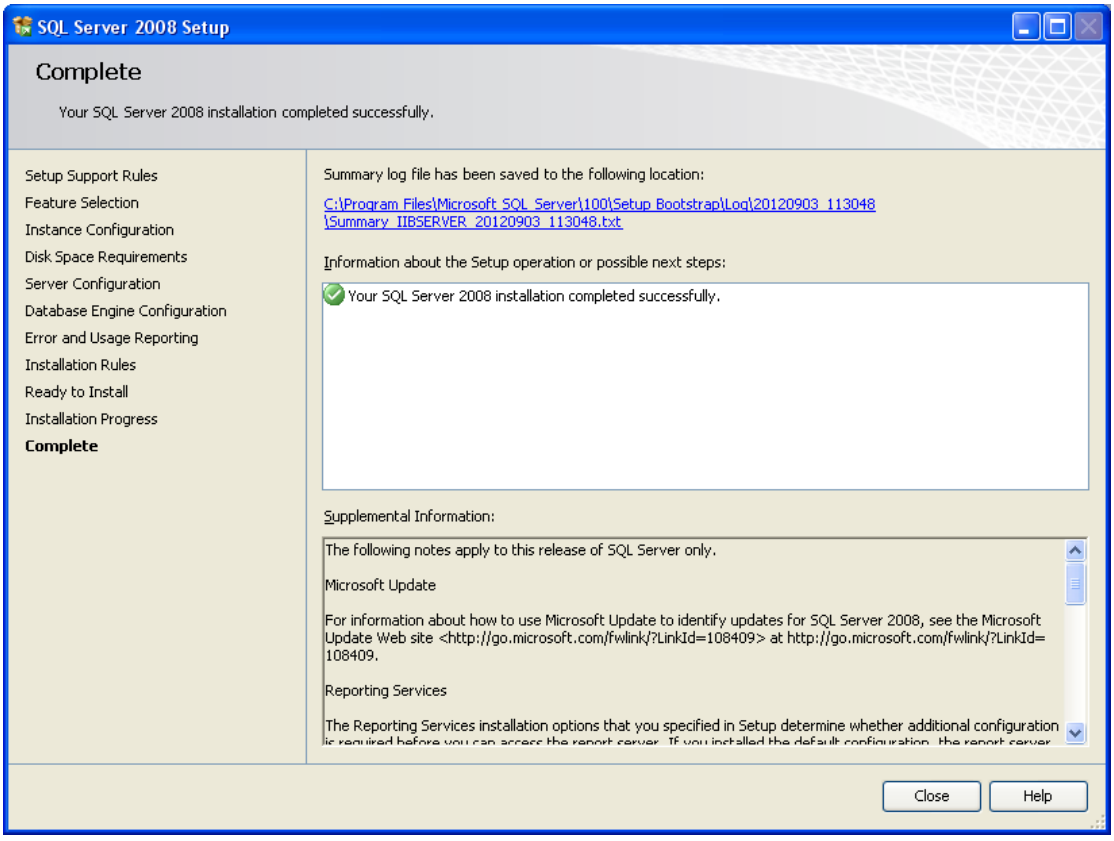
20. If you encountred the following message, then you should restart the computer after installation completion.


Computer restart required
One or more affected files have operations pending. You must restart your computer to complete this process.
OK

21. Review the summary and press **Next** button.



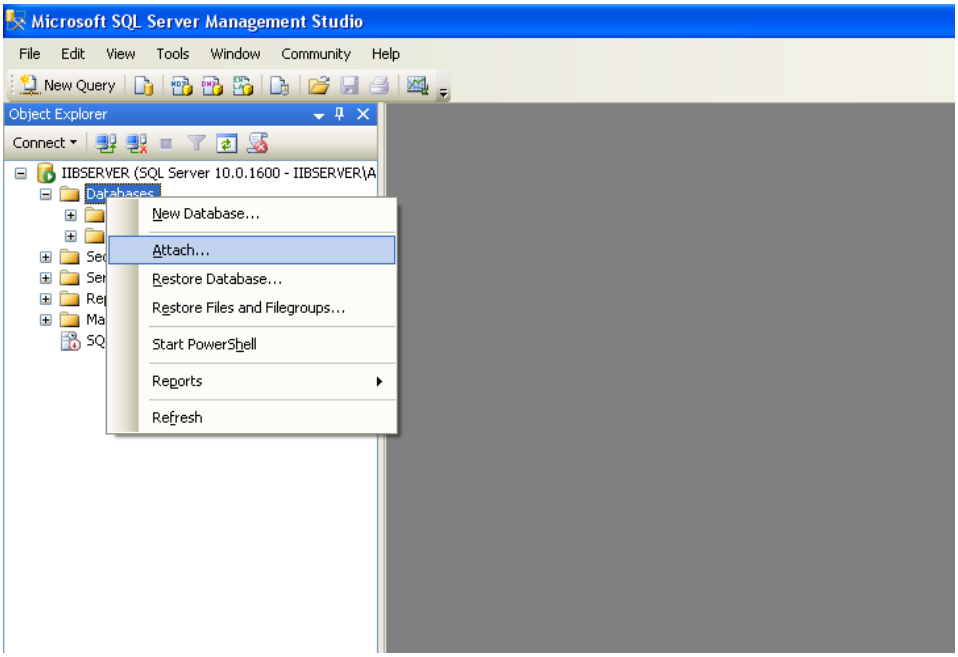
22. SQL Server is installed successfully, press **Close** button.


SQL Server 2008 Setup
Complete
Your SQL Server 2008 installation completed successfully.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Summary log file has been saved to the following location:
C:\Program Files\Microsoft SQL Server\100\Setup Bootstrap\Log\20120903_113048\Summary_IIBSERVER_20120903_113048.txt
Information about the Setup operation or possible next steps:
Your SQL Server 2008 installation completed successfully.
Supplemental Information:
The following notes apply to this release of SQL Server only.
Microsoft Update
For information about how to use Microsoft Update to identify updates for SQL Server 2008, see the Microsoft Update Web site <http://go.microsoft.com/fwlink/?LinkId=108409> at http://go.microsoft.com/fwlink/?LinkId=108409.
Reporting Services
The Reporting Services installation options that you specified in Setup determine whether additional configuration
Close
Help

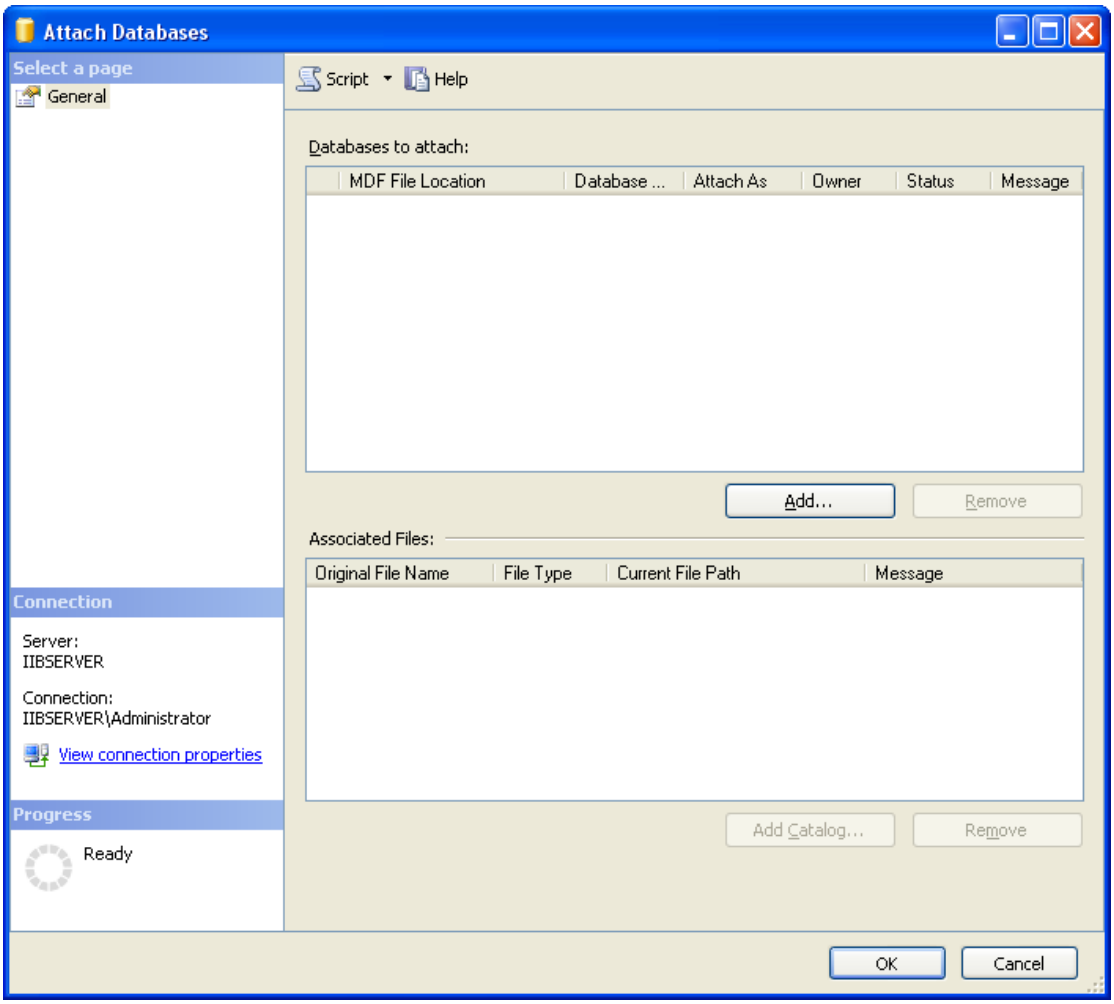
2.3. Database Installation

1. Open **Start → Programs → SQL Server Management Studio → Microsoft SQL Server 2008** as administrator**.** Press **Connect** button.

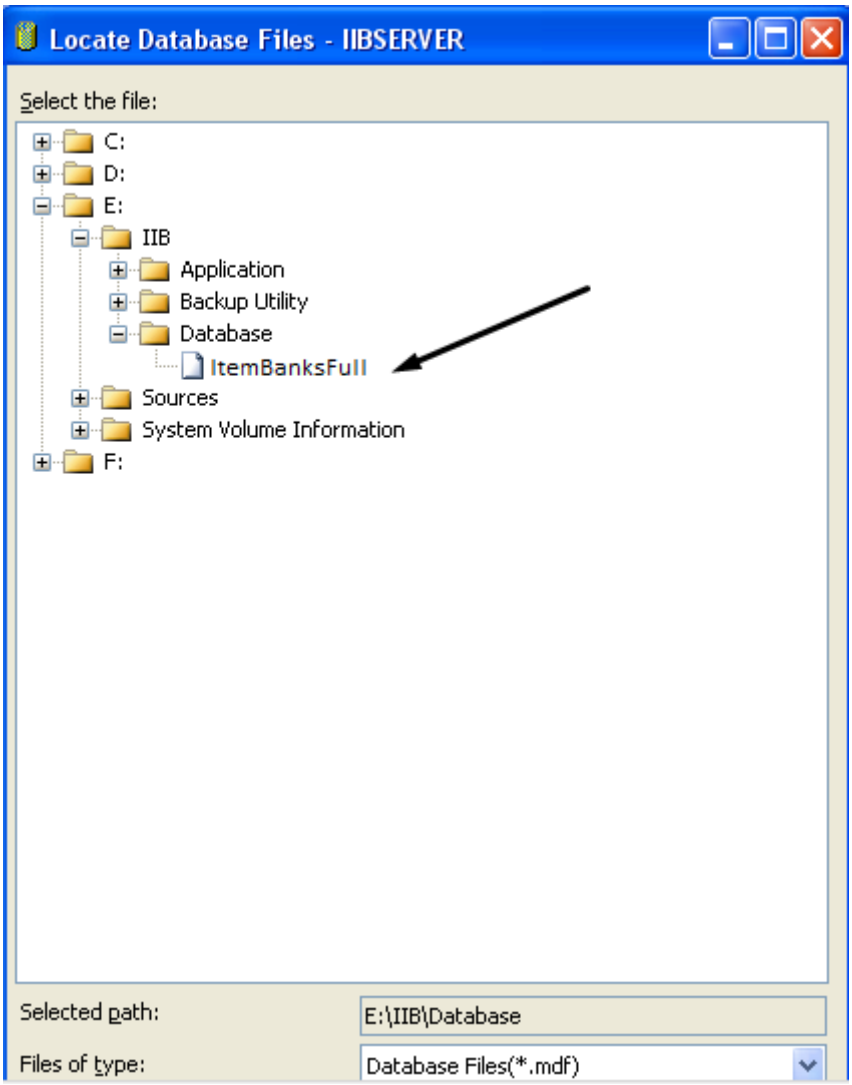
2. Expand the **Server** node, right click the **Databases** folder then choose **Attach**.



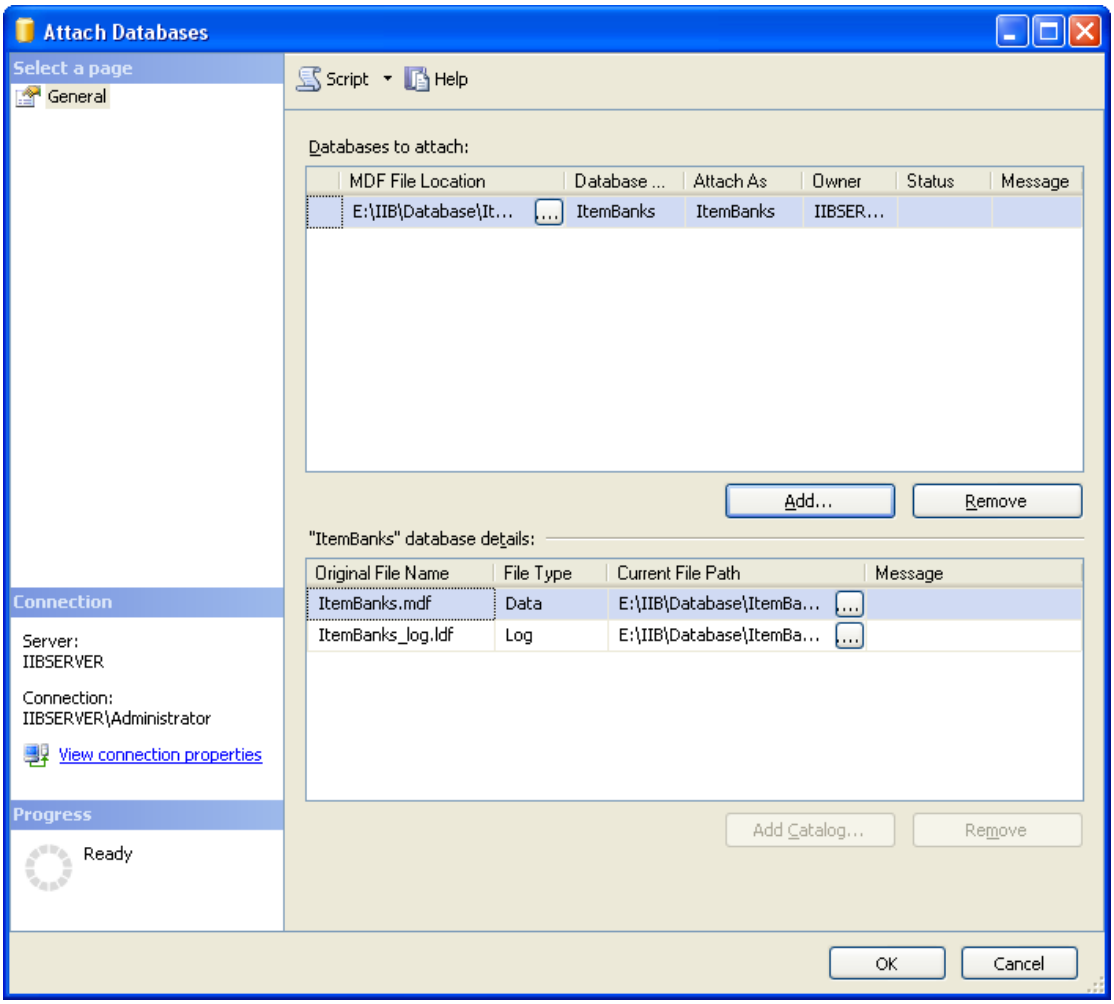
3. Press **Add** button.



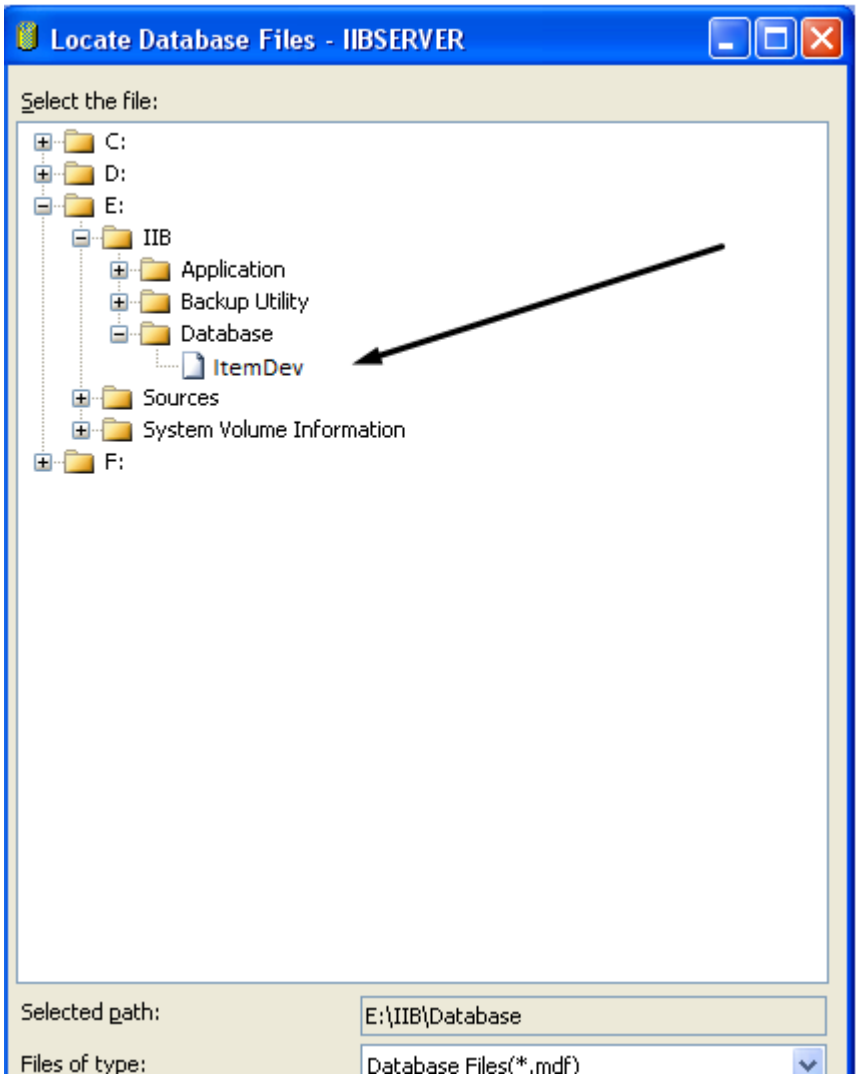
4. Browse for the database file then press **Ok** button.



5. Confirm the information then press **OK** button.

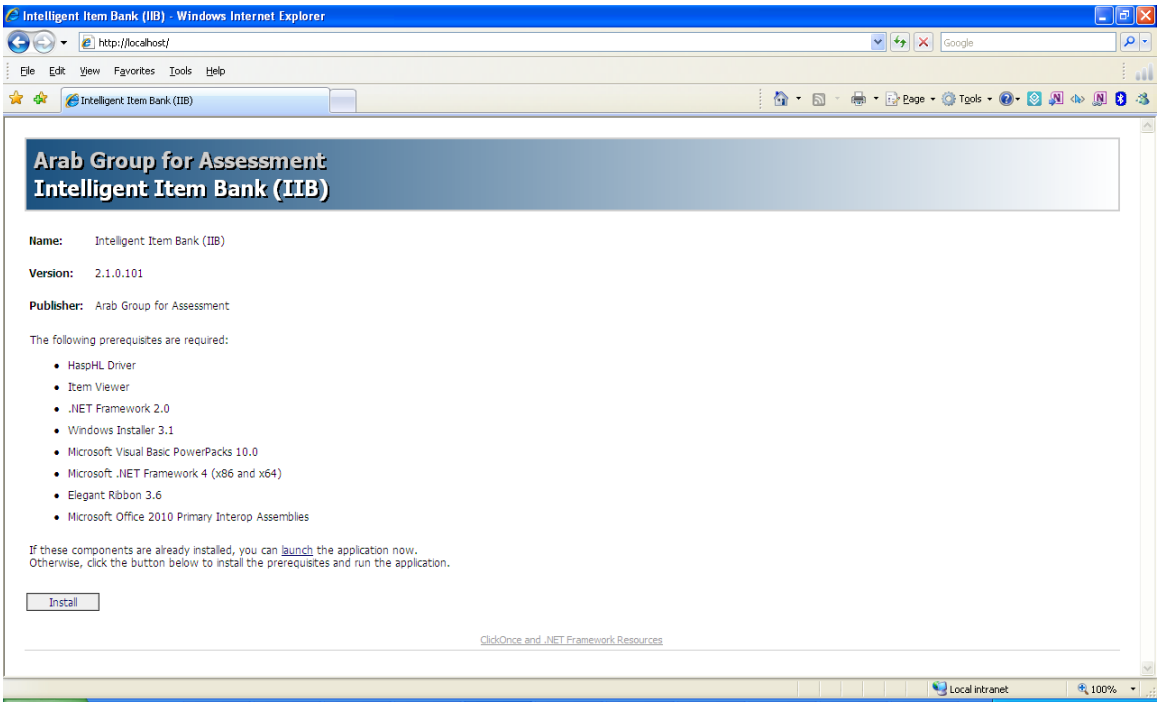


6. In the same way add the second database as in the following fig.



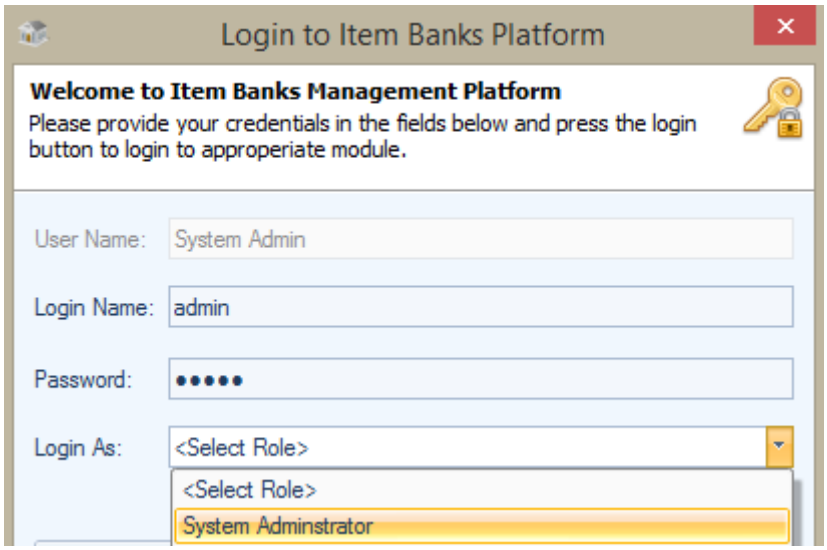
2.4. *Application Installation on Client Machines*

1. Using **Internet Explorer**, navigate to **http://iibserver/**.

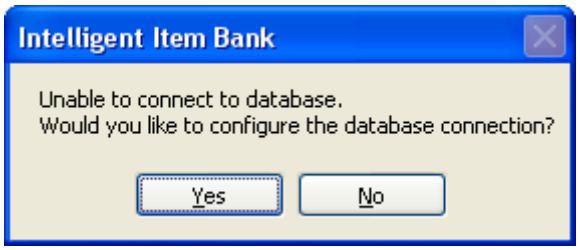

Intelligent Item Bank (IIB) - Windows Internet Explorer
http://localhost/
File Edit View Favorites Tools Help
Intelligent Item Bank (IIB)
Arab Group for Assessment
Intelligent Item Bank (IIB)
Name: Intelligent Item Bank (IIB)
Version: 2.1.0.101
Publisher: Arab Group for Assessment
The following prerequisites are required:
HaspHL Driver
Item Viewer
.NET Framework 2.0
Windows Installer 3.1
Microsoft Visual Basic PowerPacks 10.0
Microsoft .NET Framework 4 (x86 and x64)
Elegant Ribbon 3.6
Microsoft Office 2010 Primary Interop Assemblies
If these components are already installed, you can launch the application now.
Otherwise, click the button below to install the prerequisites and run the application.
Install
ClickOnce and .NET Framework Resources
Local intranet
100%

2. Press **Install** button then follow installation process.

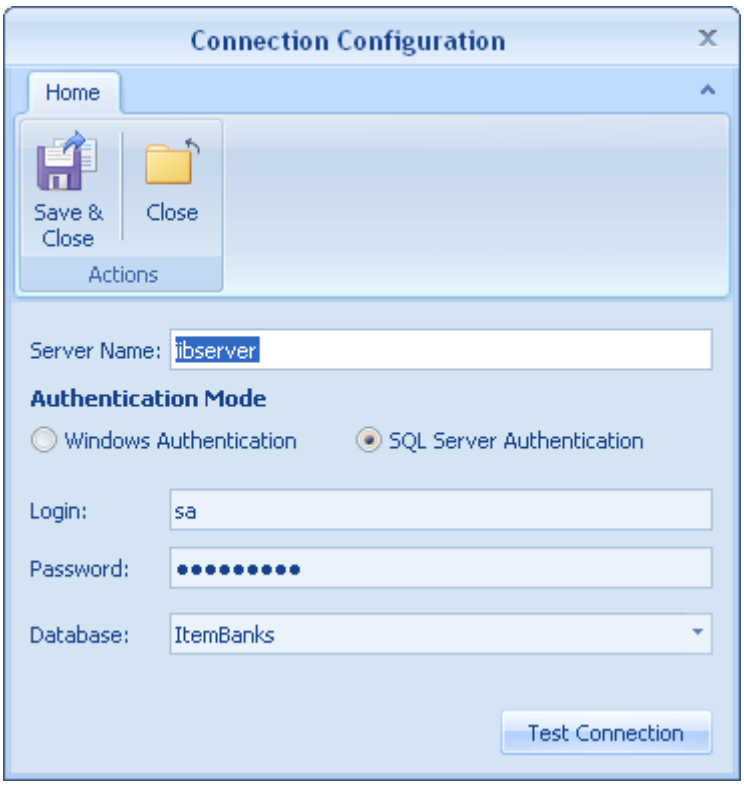
3. After the installation the login screen will be shown, type user name **admin** and password **admin,** select to login as **System Administer,** then press **OK** button. See *IBMP Default Users* for details.


Login to Item Banks Platform
Welcome to Item Banks Management Platform
Please provide your credentials in the fields below and press the login button to login to approperiate module.
User Name: System Admin
Login Name: admin
Password: •••••
Login As: <Select Role>
<Select Role>
System Adminstrator

4. As the database is not configured, the following dialog will appear, press **Yes** button.

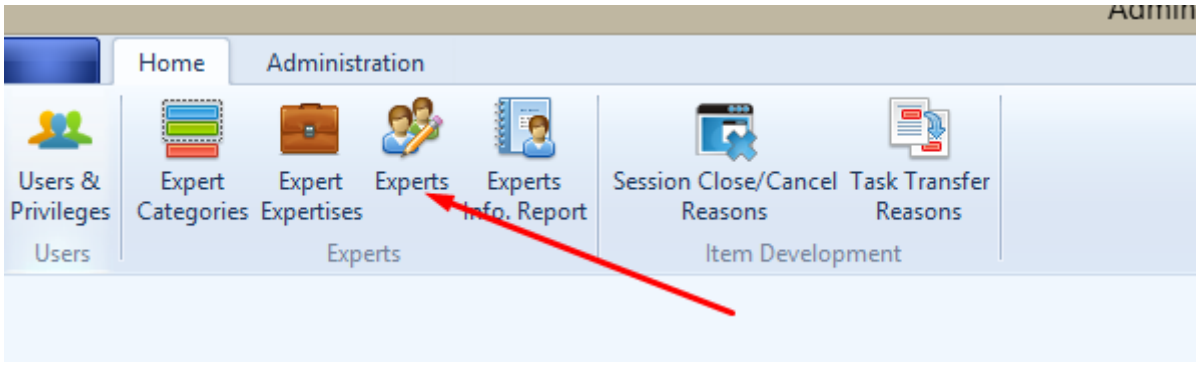


5. Specify the database configuration then press **Test Connection** to check the connection, if succeeded press **Save & Close** to save configuration and return to login screen.

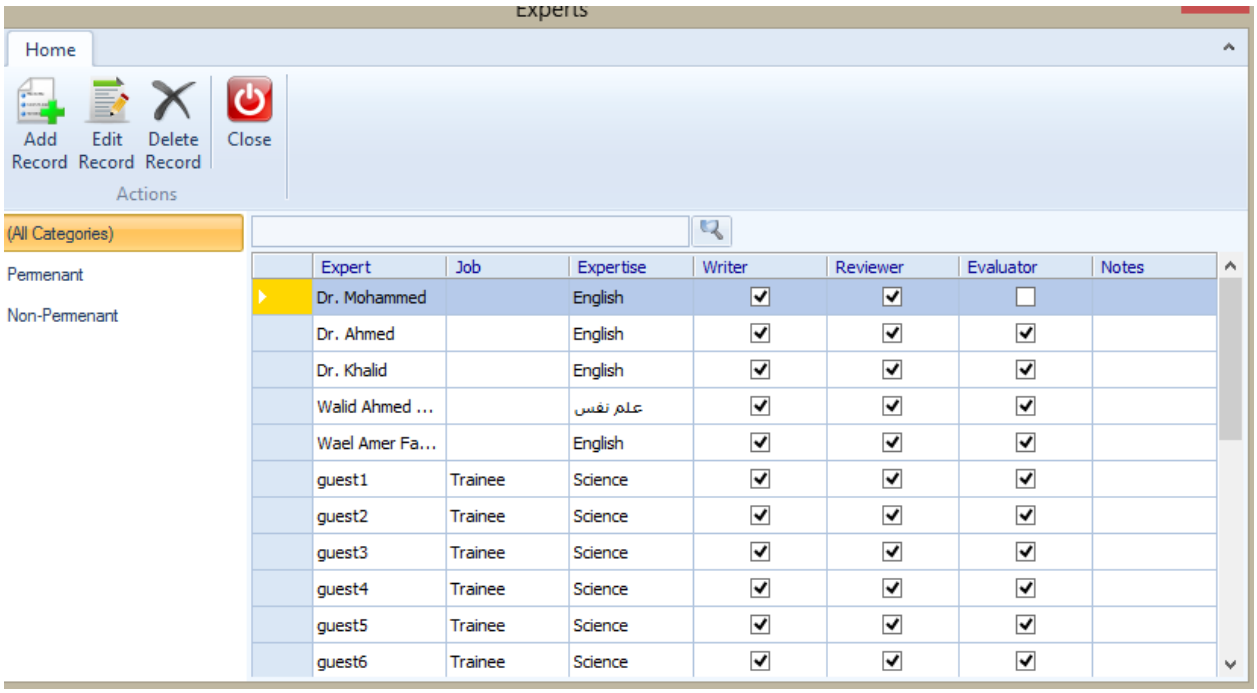


3. *Create Experts on IBMP*

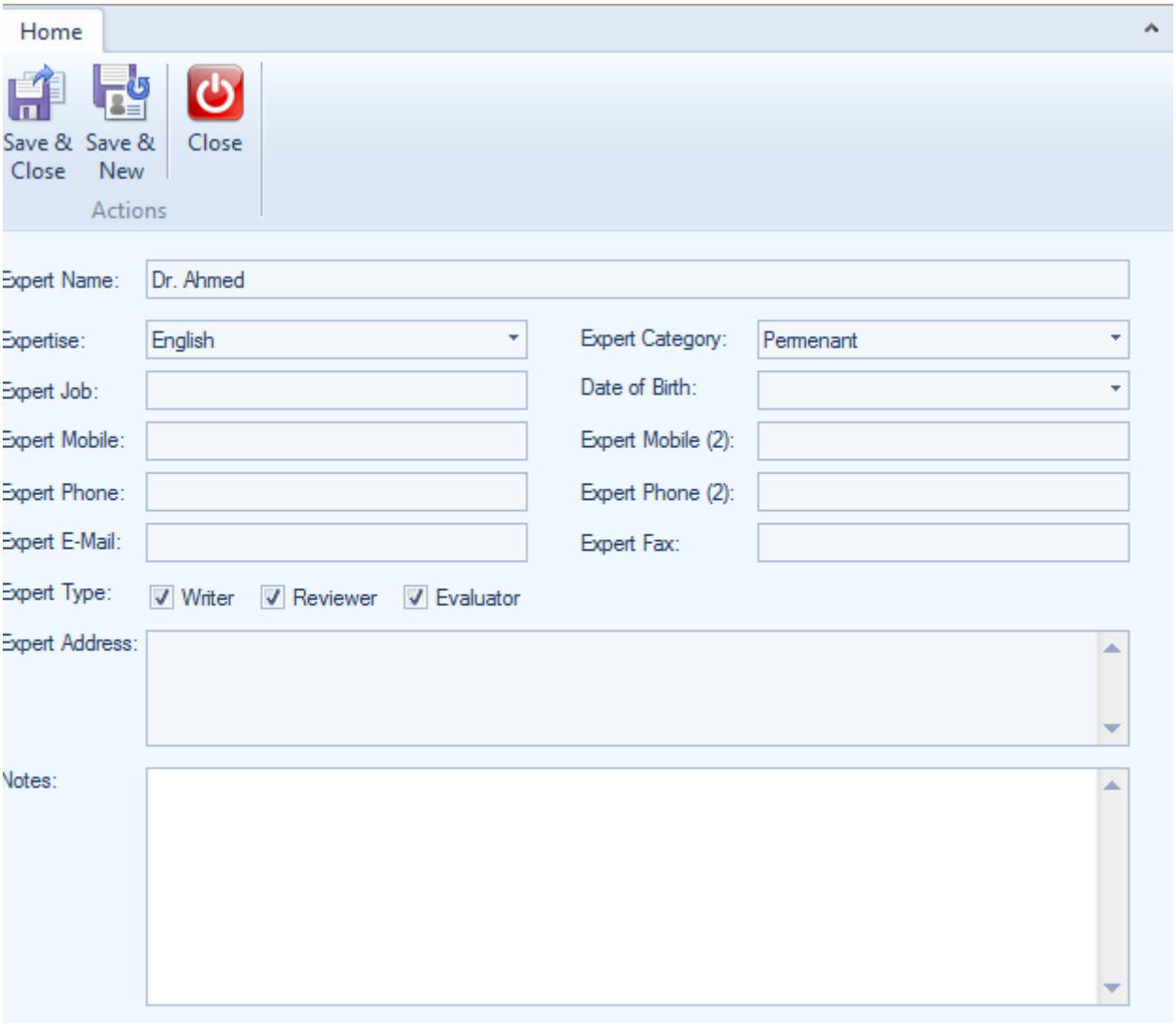
- Experts are content experts who are responsible for writing or reviewing items on the system.
- You have to create first the experts' content areas from the **Experts Expertises** and then create the **Experts** accounts as shown in the following pictures.



- Click on **Add Record** to create new expert.



- Fill in the information required.
- Click on **Save & Close.**
- To allow this expert to login the system, you have to create a user account for him and assign a role to him. See *IBMP Default Users.*


Home
Save & Close
Save & New
Close
Actions
Expert Name:
Dr. Ahmed
Expertise:
English
Expert Category:
Permenant
Expert Job:
Date of Birth:
Expert Mobile:
Expert Mobile (2):
Expert Phone:
Expert Phone (2):
Expert E-Mail:
Expert Fax:
Expert Type:
Writer
Reviewer
Evaluator
Expert Address:
Notes:

4. Create Users on IBMP

4.1. IBMP Default Users

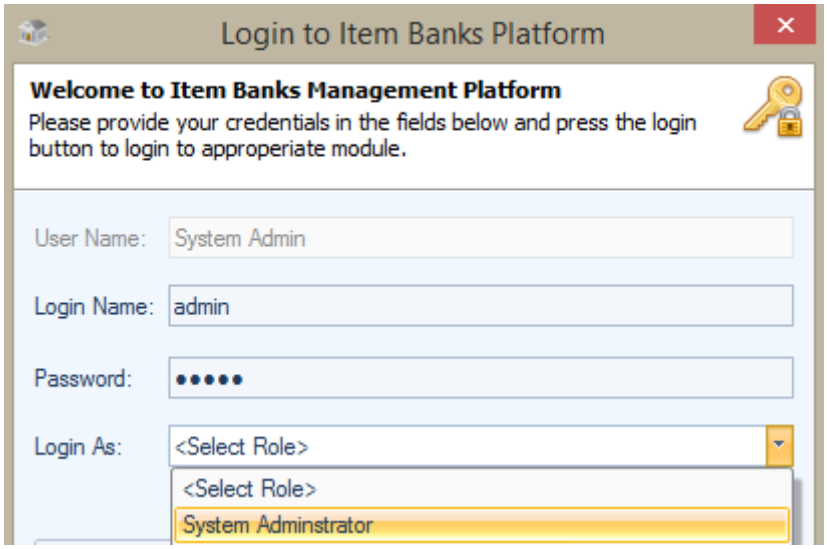
The following table contains the IBMP main roles that you should know before you create any users.

System Roles	Modules	Comments
System Administer	System Administration	Responsible of creation of users, experts and giving users rights and privileges for them
Bank Manager	CIIB, TAM	Manages the Item Banks, starting from creation up to test assembly
Item Manager	TDM	Manages item writing and evaluation sessions
Item Writer	TDM	Write item tasks given to him
Item Evaluator	TDM	Evaluate item tasks given to him
Content Specialist	CIIB	Write Items on the CIIB
Psychometrician	CIIB	Review statistical characteristics of items and tests on CIIB.
Data Entry	CIIB	Write items directly on CIIB.
Reviewer	CIIB	Review items directly on CIIB.

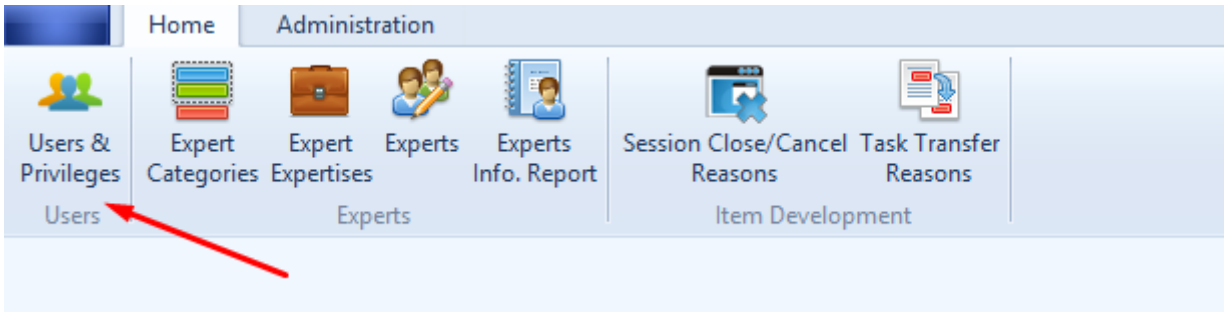
The following table contains the IBMP default users and their default passwords. For Security reasons, after installation of IBMP in your entity, you have to change the users' passwords and create your own users.

User Name	Login Name	Default Password	Roles	Comments
System Administer	admin	admin	System Administer	
Bank Manager	manager	manager	Bank Manager , Item Manager;	Admin should set privileges for this user and specify the item banks that he can access.
Content Specialist	content	content		
Psychometrician	ps	ps		
Data Entry	entry	entry		

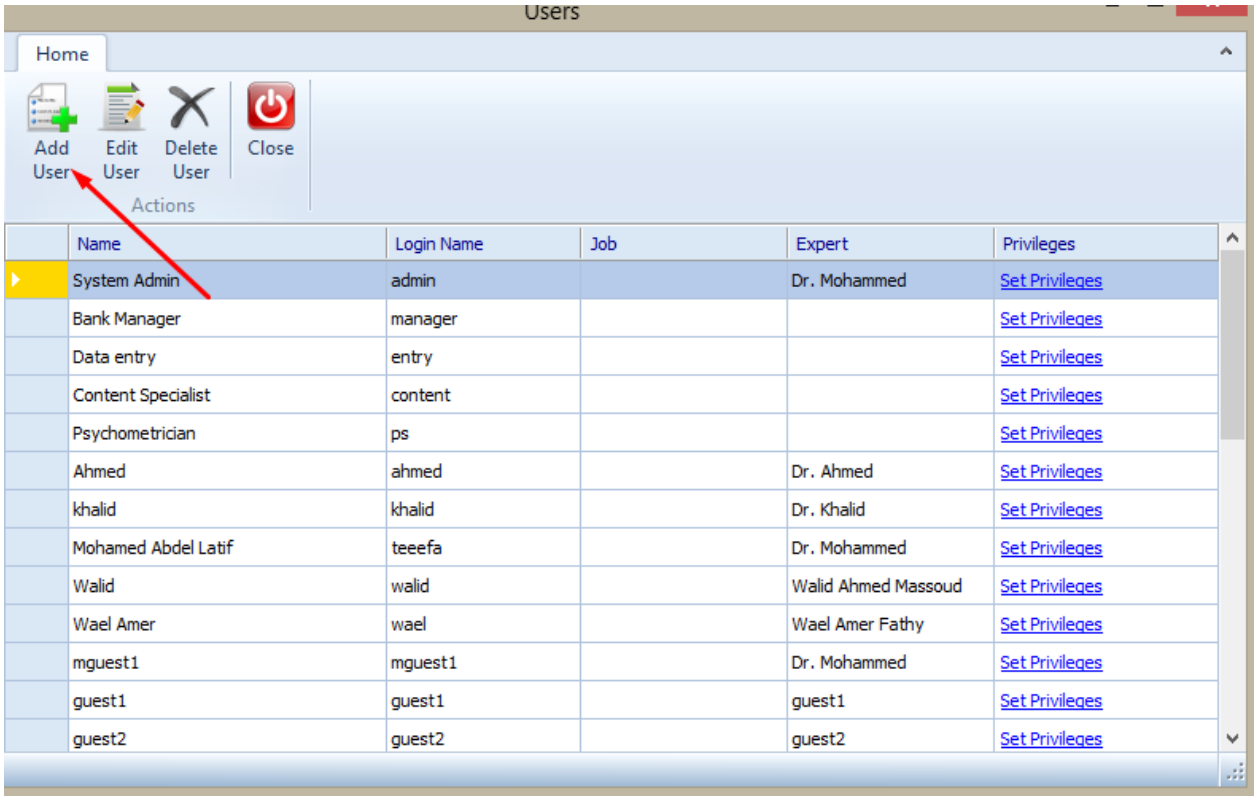
- Click on the IBMP Icon .
- To login to the system follow the following pictures.


Login to Item Banks Platform
Welcome to Item Banks Management Platform
Please provide your credentials in the fields below and press the login button to login to approperiate module.
User Name:
System Admin
Login Name:
admin
Password:
Login As:
<Select Role>
<Select Role>
System Adminstrator

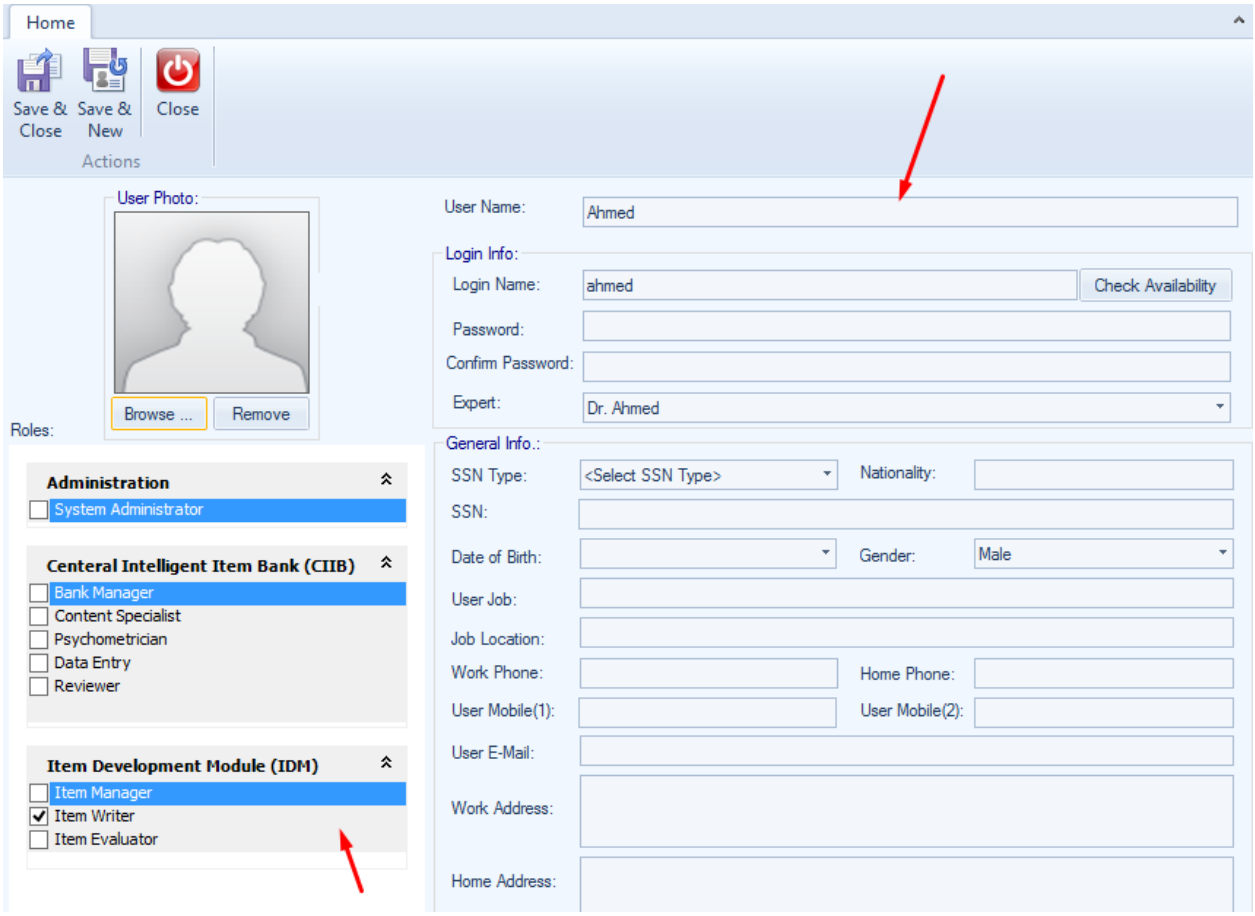
- Use the **Users & Privileges** to create users, change their passwords and set their Privileges.



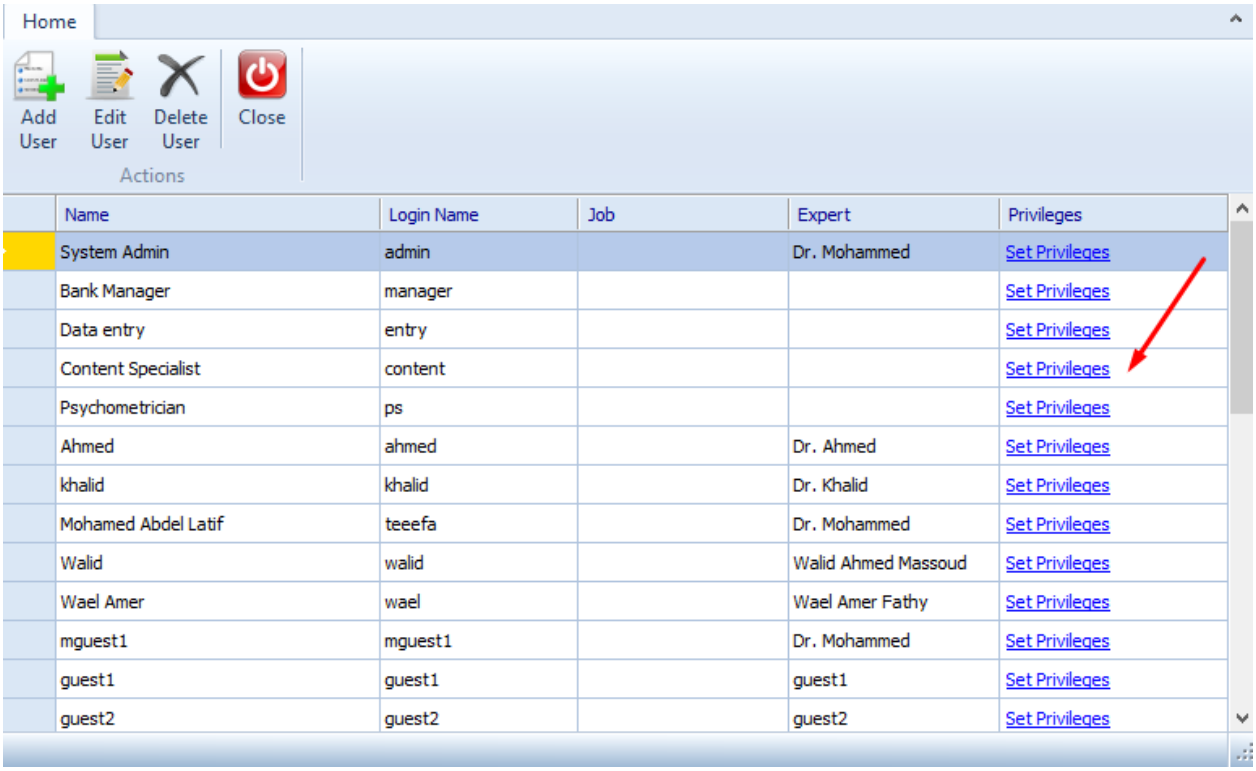
- Click on **Add User** to create new user.



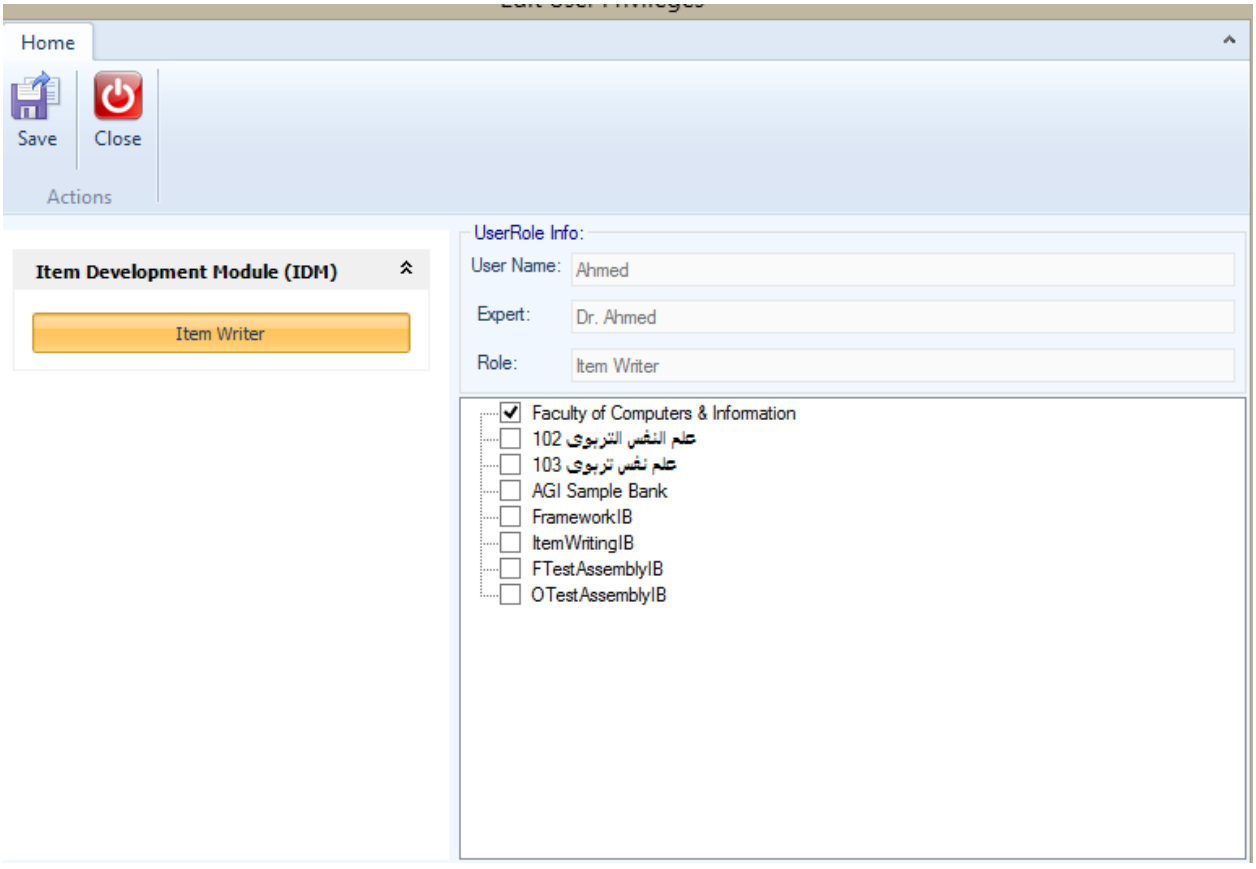
- Fill in the data
- Select the related roles to this user.
- If this person is an expert you have to create the Expert account first, then create the user account
- After you finish click on **Save & Close.**



- Then, you have to **Set Privileges** for this user; specify which Item banks he can see and modify.
- Click on **Set Privileges** to specify Item banks.



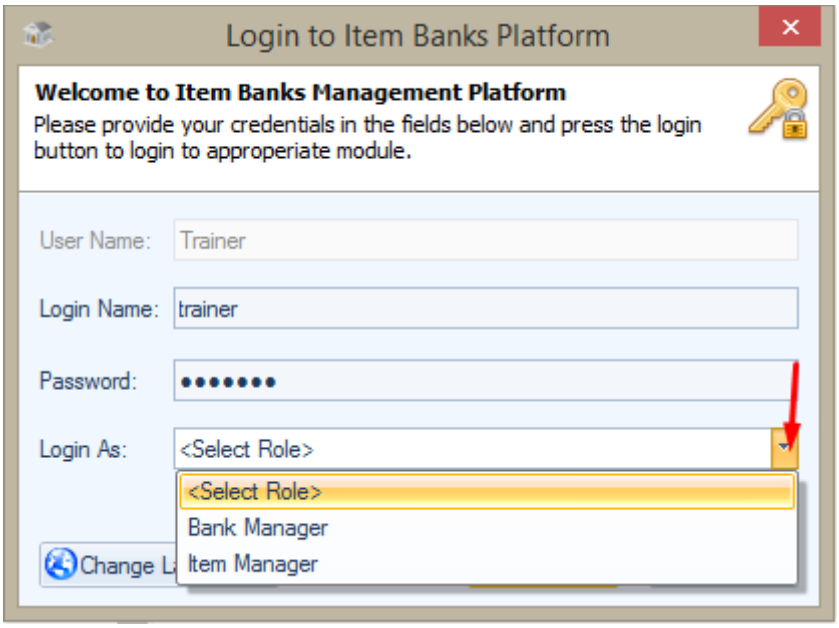
- Select Role and then, tick on the items he can access.



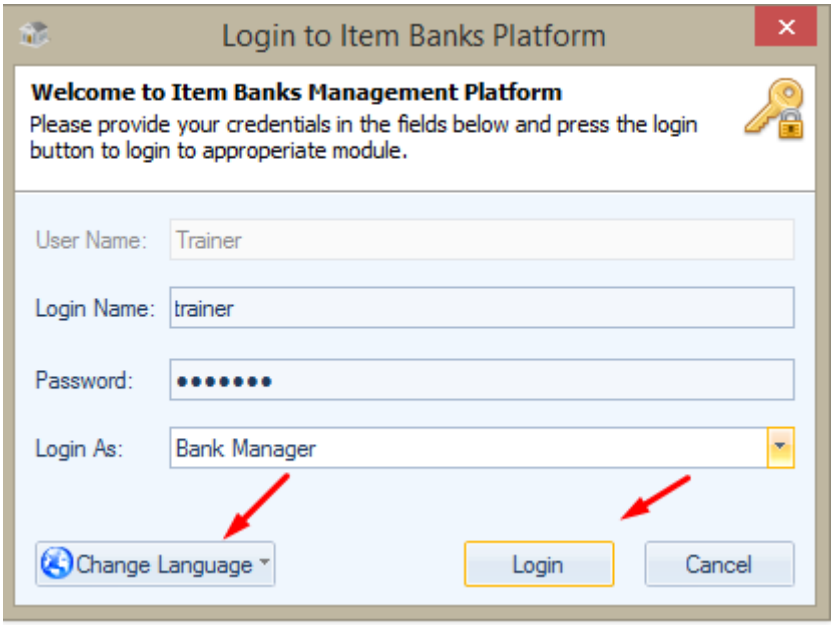
5. IBMP Screens

5.1. Login into IBMP

- First, write the username and password your get from your administrator.
- Select the role you will do on the system. Only roles assigned to you will appear.

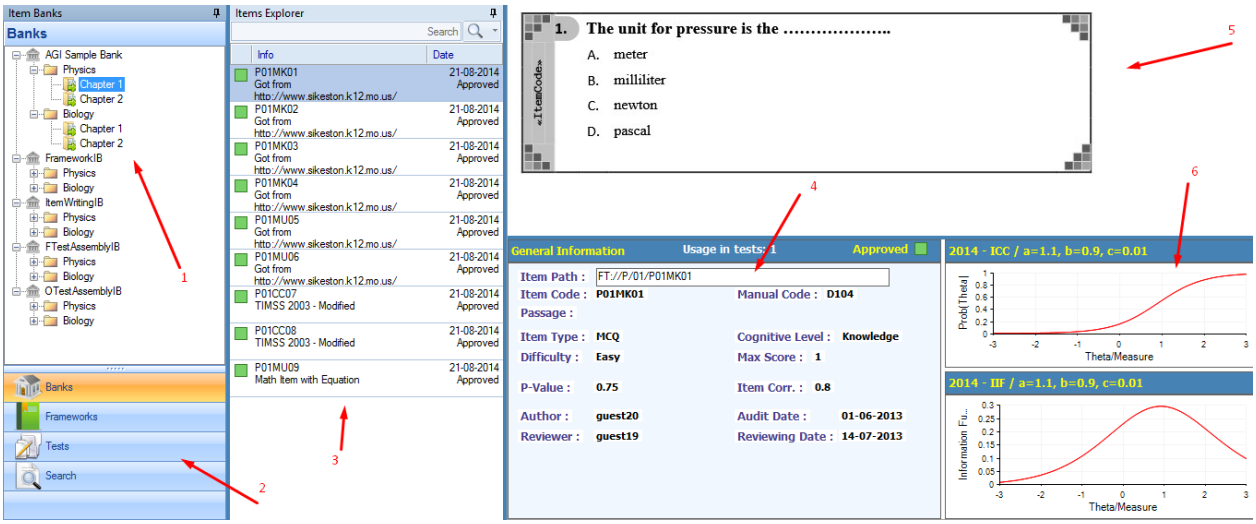


- You can select the language you will use by clicking on **Change Language**.
- Then, click on **Login**.



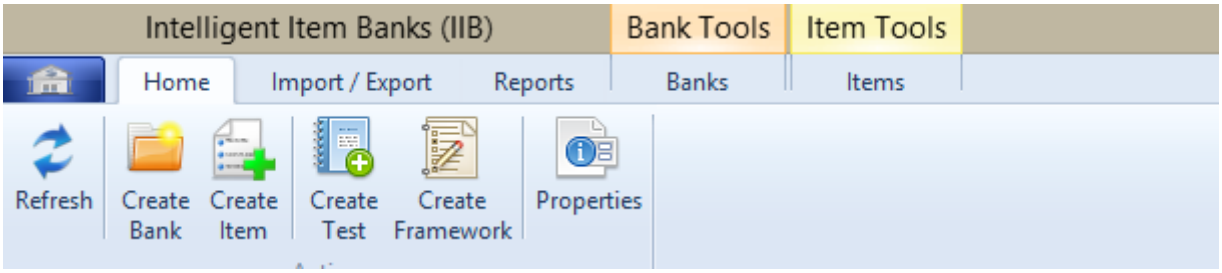
5.2. *IBMP Main screen*

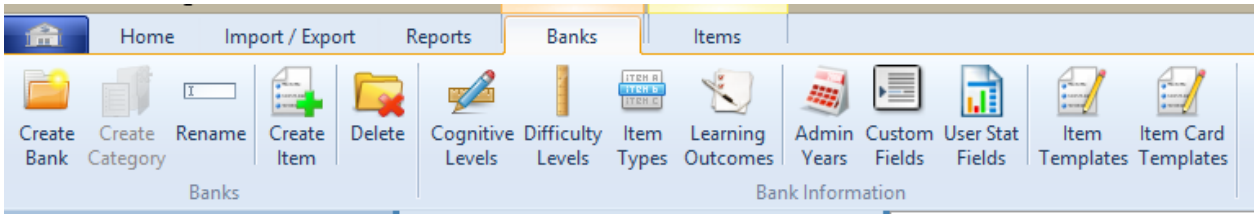
- IBMP which here refers to CIIB module has main screen as follows.
- On the *Upper Left* you find the Item Banks and its categories. Select the item bank and then the category you want.
- On the *Lower Left* you find the mode you are working on it. Item Banks, Framework, Test, Search on Item Banks.
- On the *Middle* you find the Items Index.
- On the *Bottom* you find the Item Summary.
- On the *Lower Right* you find the Item IRT Charts (Only If item has values stored on the system).
- On the *Upper Right* you find the item text (If you select an item).

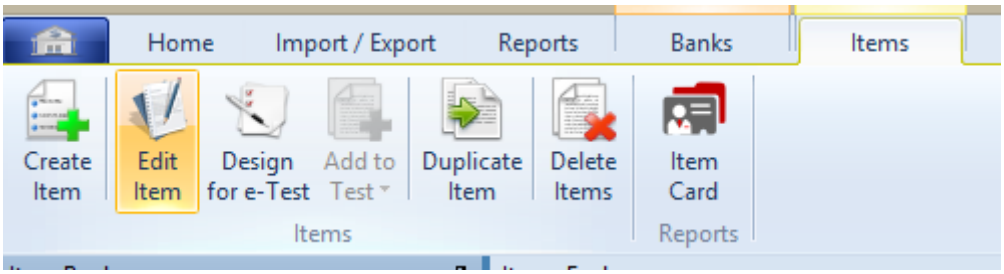


5.3. *IBMP Main Toolbars*

- IBMP has many toolbars.
  - Home
  - Import & Expert
  - Reports
  - Banks
  - Items
  - Tests
  - Framework
- Every toolbar appears according to the Bank and the mode you are selecting.

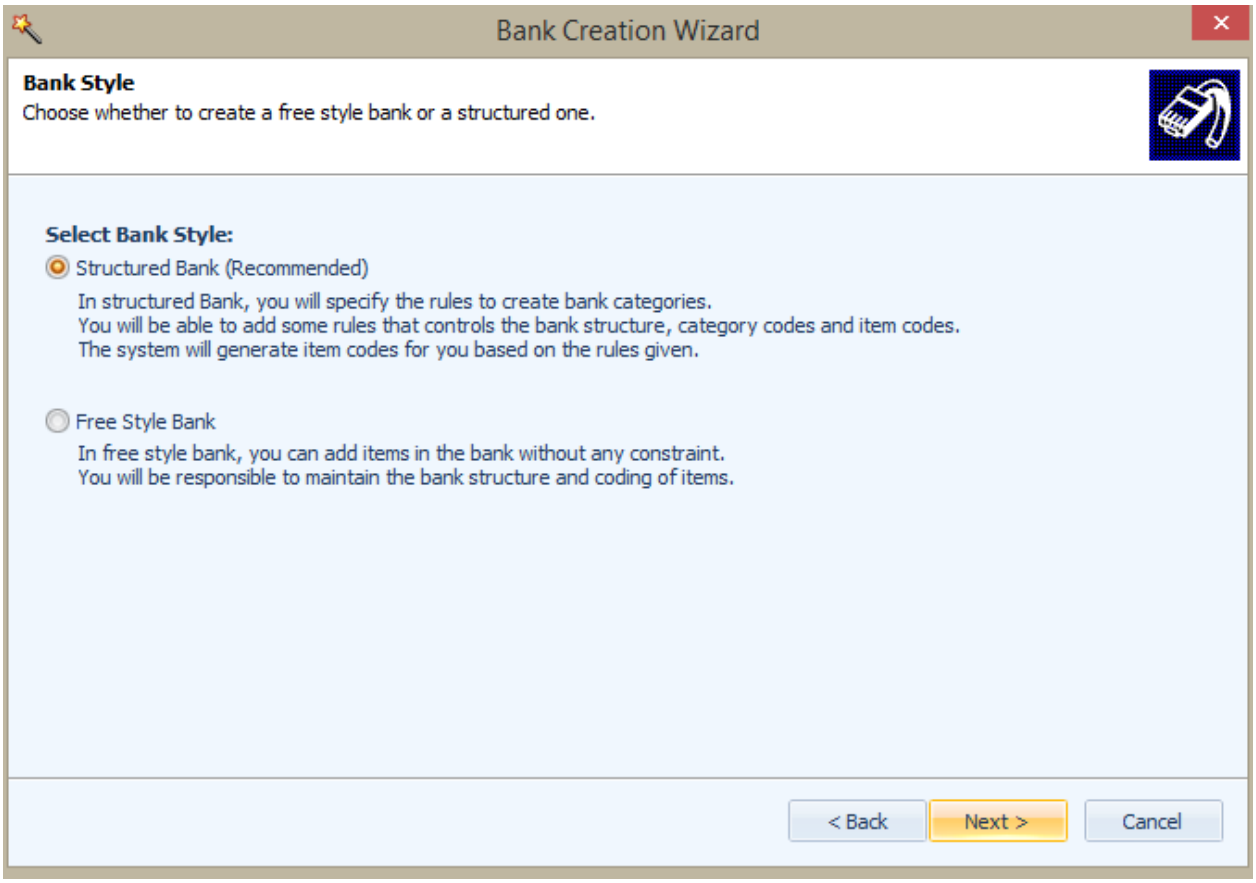

Intelligent Item Banks (IIB)
Bank Tools
Item Tools
Home
Import / Export
Reports
Banks
Items
Refresh
Create Bank
Create Item
Create Test
Create Framework
Properties


Home
Import / Export
Reports
Banks
Items
Create Bank
Create Category
Rename
Create Item
Delete
Cognitive Levels
Difficulty Levels
Item Types
Learning Outcomes
Admin Years
Custom Fields
User Stat Fields
Item Templates
Item Card Templates
Banks
Bank Information

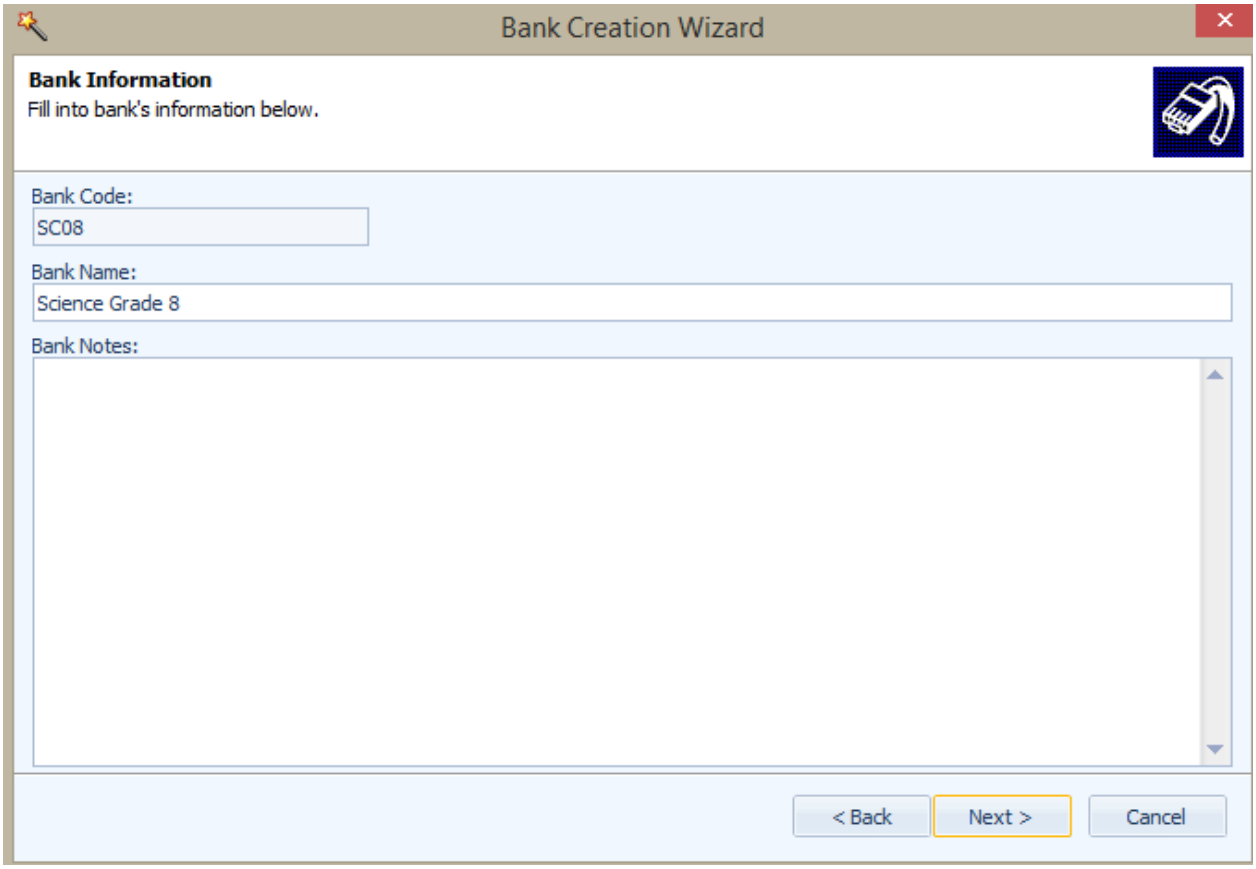

Home
Import / Export
Reports
Banks
Items
Create Item
Edit Item
Design for e-Test
Add to Test
Duplicate Item
Delete Items
Item Card
Items
Reports

6. *Create bank structure*

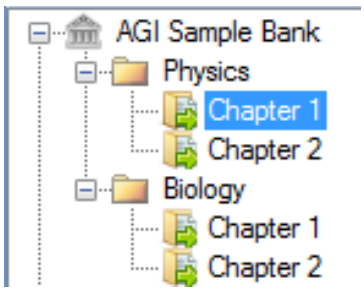
- To create a new bank, click on **Create Bank.**
- Follow the wizard to create the bank.
- Select the Bank Style. The structures is the most recommended as it allows the system to manage automatically many things like item codes.


Bank Creation Wizard
Bank Style
Choose whether to create a free style bank or a structured one.
Select Bank Style:
Structured Bank (Recommended)
In structured Bank, you will specify the rules to create bank categories.
You will be able to add some rules that controls the bank structure, category codes and item codes.
The system will generate item codes for you based on the rules given.
Free Style Bank
In free style bank, you can add items in the bank without any constraint.
You will be responsible to maintain the bank structure and coding of items.
< Back
Next >
Cancel

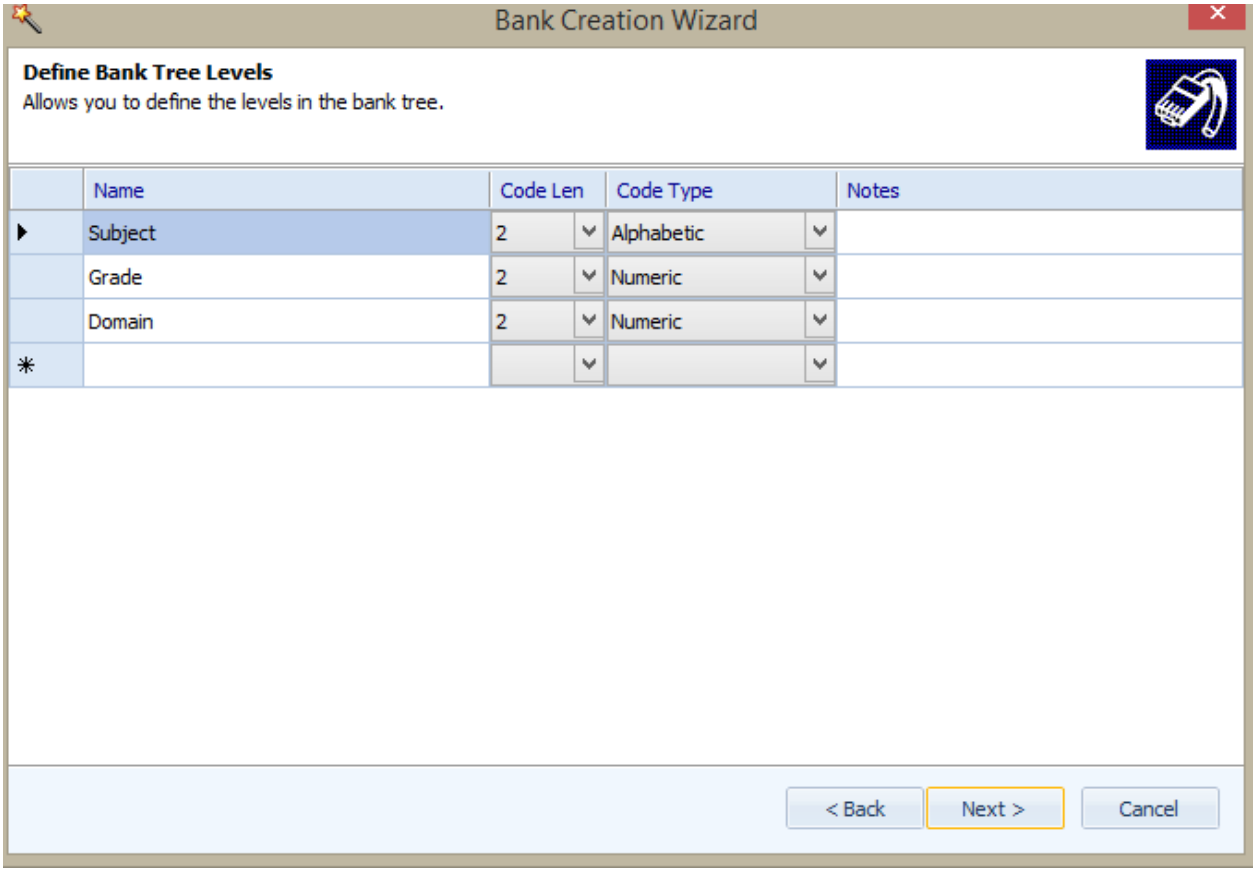
- Write down the bank code and the name.

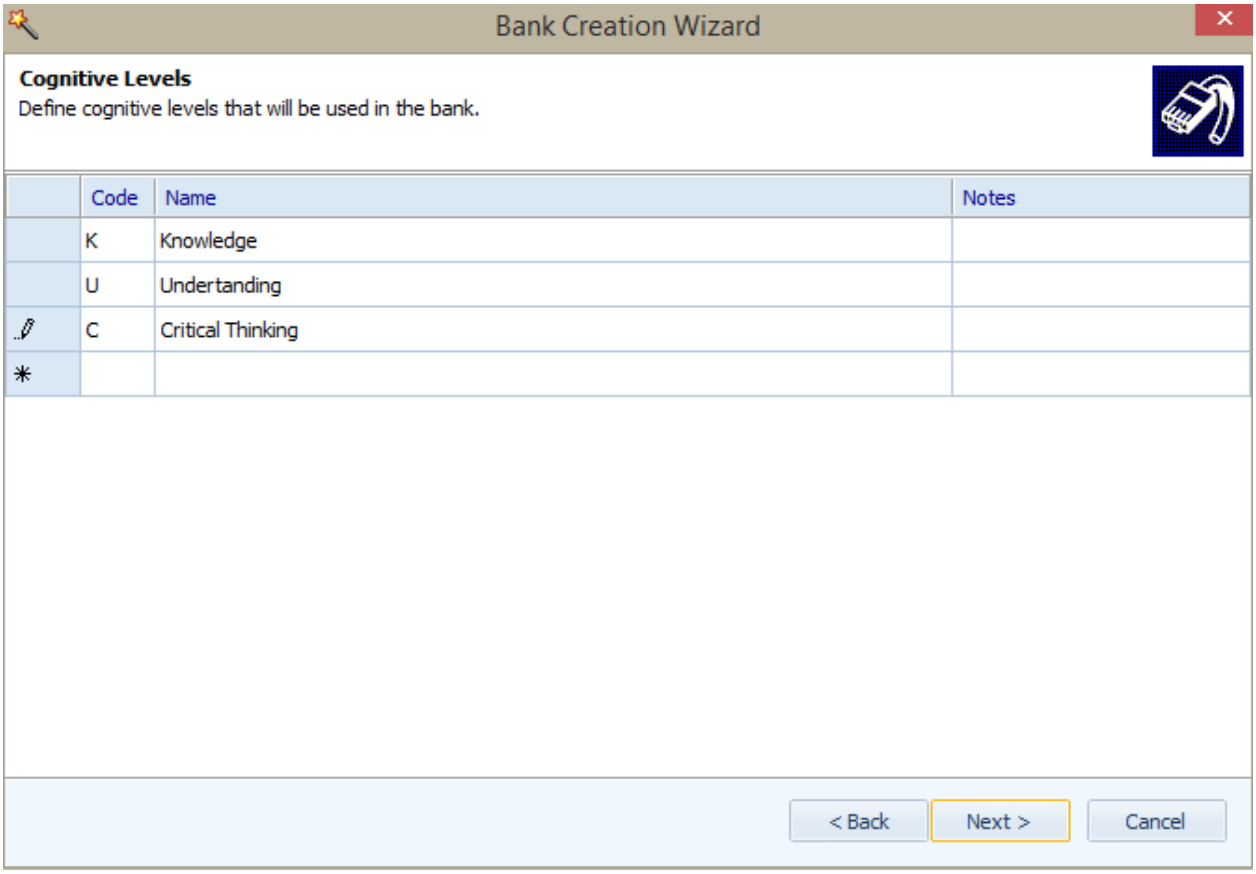


- Define the Bank Categories or tree. This tree represents the bank structure and how you will organize your items. For Example;

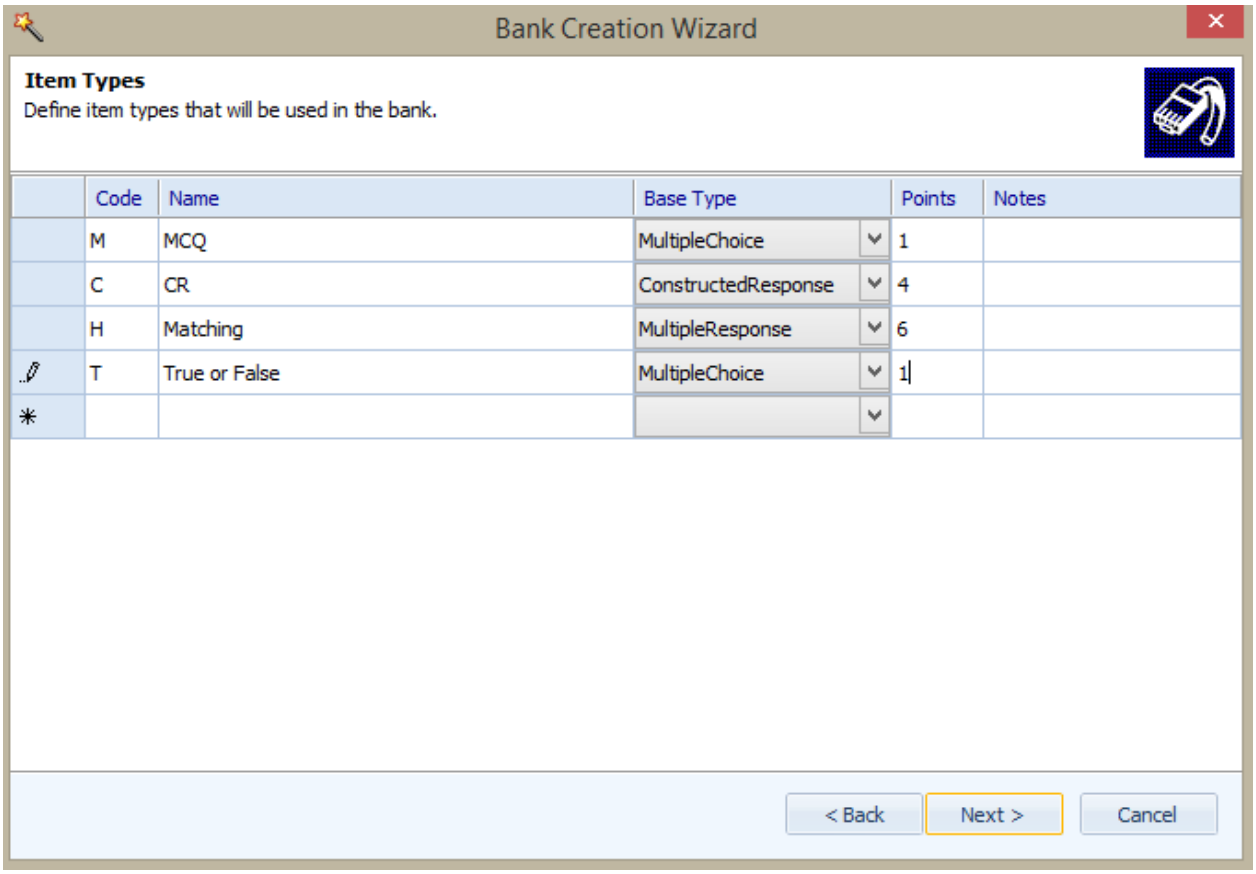


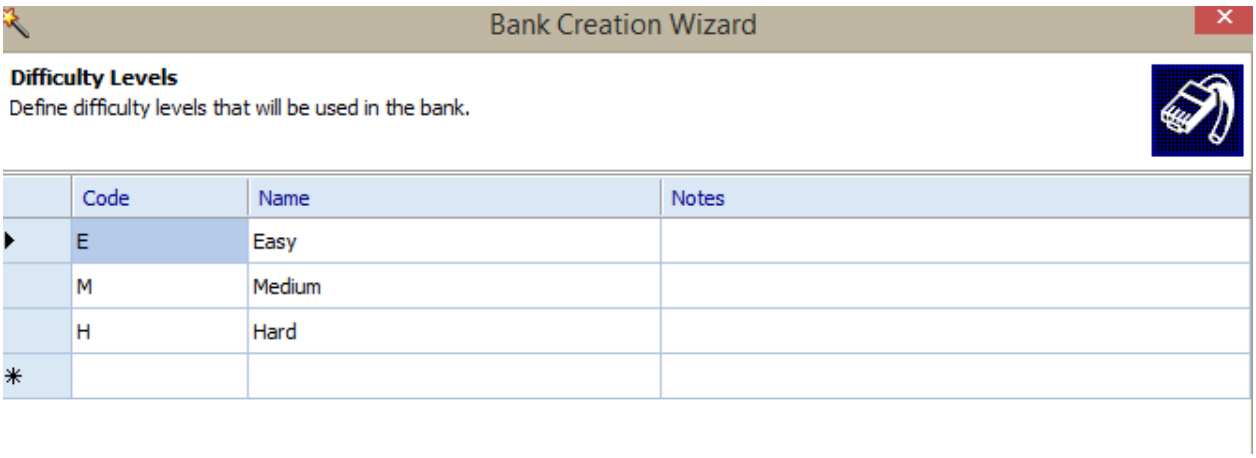
- Assign each category: name and code formation. The code will be used in Item Codes.
- Then, follow the wizard to create Cognitive levels, item types, difficulty levels, item codes.


Bank Creation Wizard
Define Bank Tree Levels
Allows you to define the levels in the bank tree.
Name
Code Len
Code Type
Notes
Subject
2
Alphabetic
Grade
2
Numeric
Domain
2
Numeric
< Back
Next >
Cancel

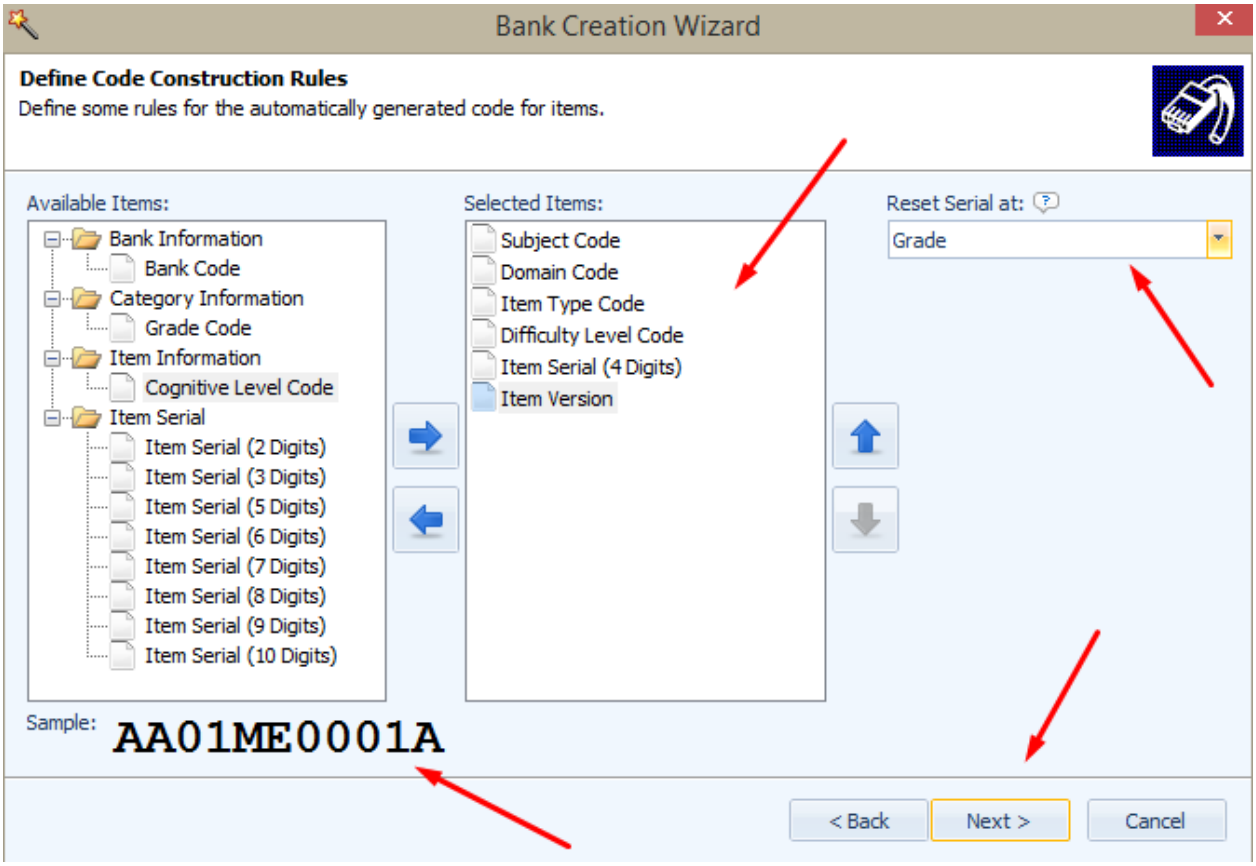

Bank Creation Wizard
Cognitive Levels
Define cognitive levels that will be used in the bank.
Code
Name
Notes
K
Knowledge
U
Undertanding
C
Critical Thinking
< Back
Next >
Cancel

- Create a code for each item type and select a base type. Also, you have to add the number of points for each.





- You can also define how the items codes will be created automatically by the system. You will find the sample of what you choose. You have to select the category in which the serial will be reset.

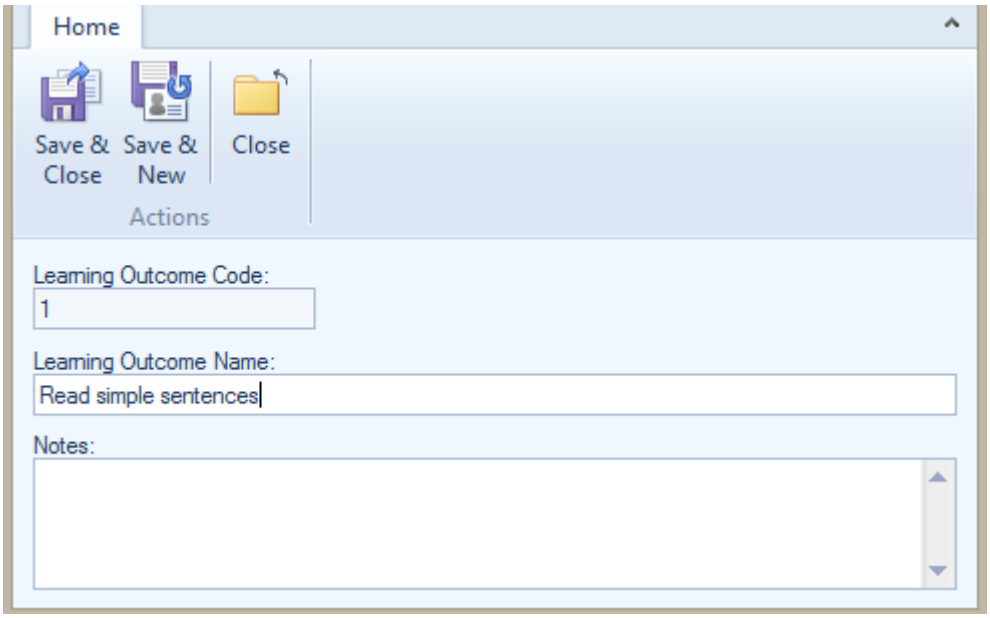

Bank Creation Wizard
Define Code Construction Rules
Define some rules for the automatically generated code for items.
Available Items:
Bank Information
Bank Code
Category Information
Grade Code
Item Information
Cognitive Level Code
Item Serial
Item Serial (2 Digits)
Item Serial (3 Digits)
Item Serial (5 Digits)
Item Serial (6 Digits)
Item Serial (7 Digits)
Item Serial (8 Digits)
Item Serial (9 Digits)
Item Serial (10 Digits)
Selected Items:
Subject Code
Domain Code
Item Type Code
Difficulty Level Code
Item Serial (4 Digits)
Item Version
Reset Serial at:
Grade
Sample:
AA01ME0001A
< Back
Next >
Cancel

7. *Fill in IBMP lookups tables.*

- Now, you have to fill in the bank lookups tables to be used during writing items.

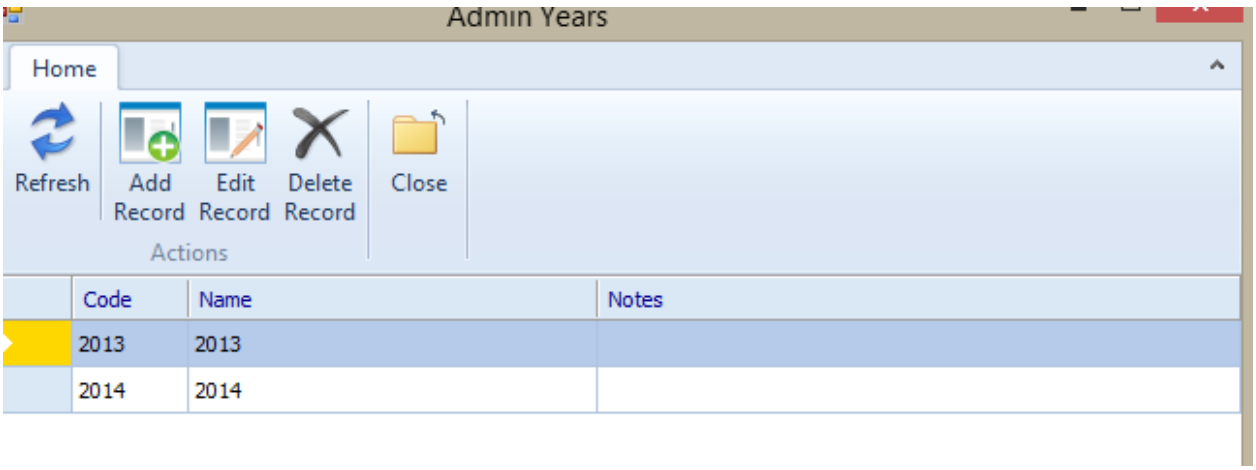
7.1. Add Learning Outcomes

- Select the last end tree level (in which items will be added), and start you create the learning outcomes (ILOs) or objectives.
- It is recommended to use a unique Code over all the ILOs.



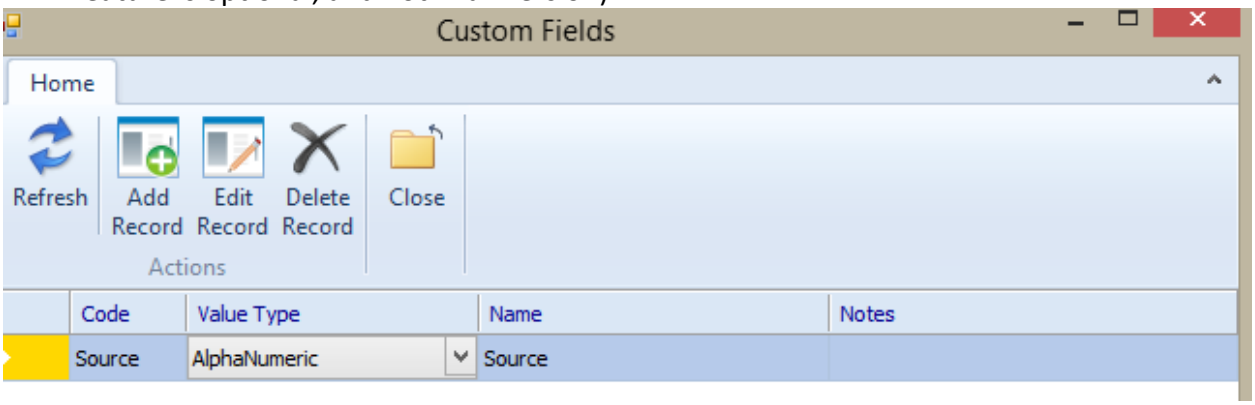
7.2. Add Admin years

- Then, you have to create the administrator year of the items. Administrator years are important in storing the items statistics. You can store statistical values for each time you administer an item in a test. All what you have to do is to create Admin Year.



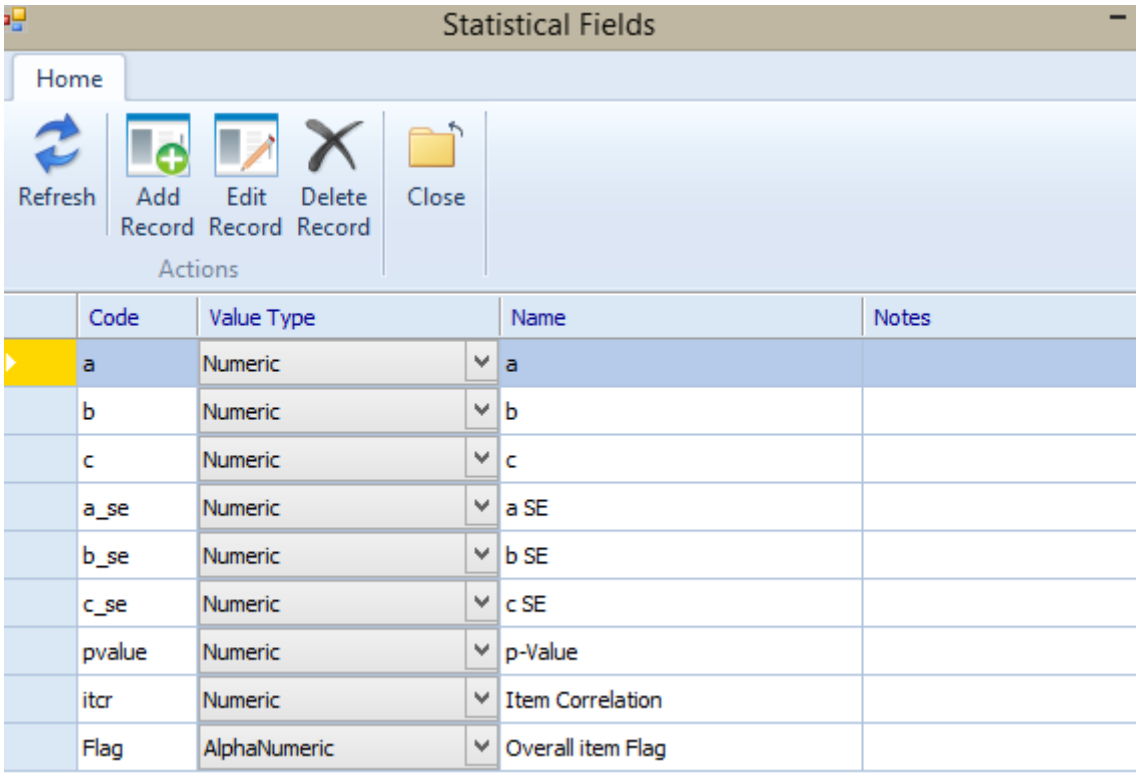
7.3. *Create Custom Fields*

- You can also specify any other additional fields for items to store on the database. (This feature is optional, and not in all version)



7.4. *Create Statistics Custom Fields*

- You can also specify any other additional statistical fields for items to store on the database. (This feature is optional, and not in all version)

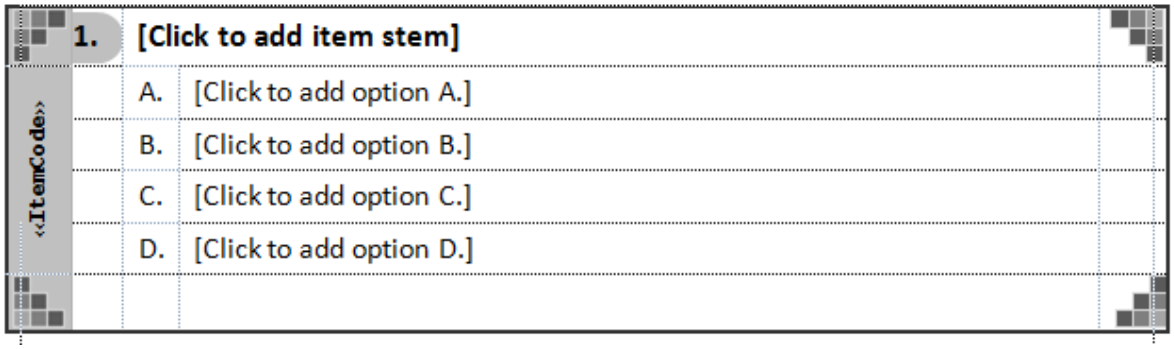


8. *Create IBMP templates.*

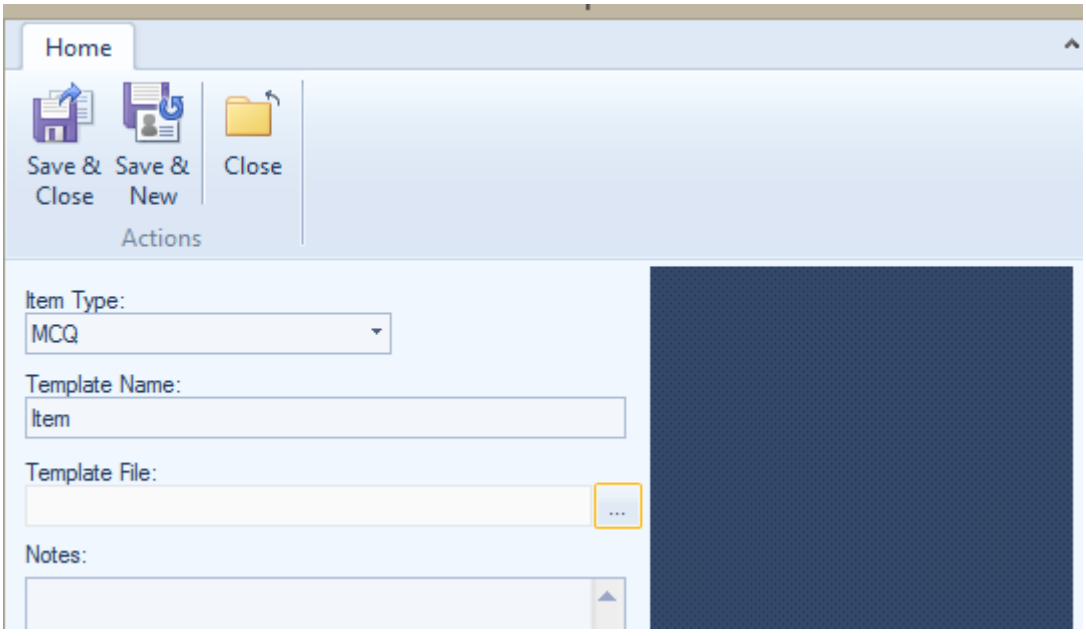
- Now, you have to create the templates.

8.1. Create Item Template

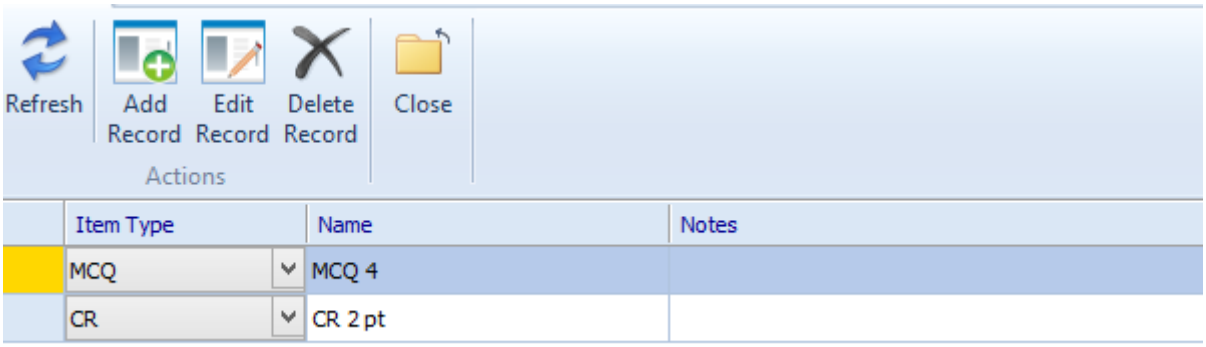
- To keep a elegant test layout and avoid bad format, it is recommend to create a template for each item type you created.
- A template can be created on Microsoft Office 2010.
- See below as a sample.



- Create the template on MS Office and select the file from as the following dialogue.

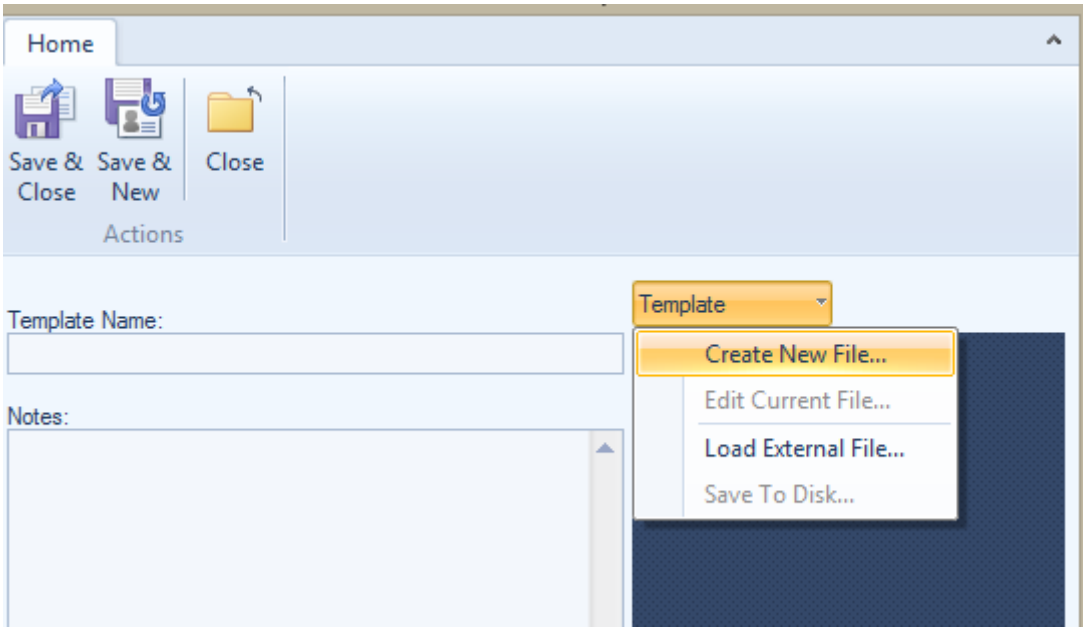


- Create a template for each item type you have in the bank. The templates will not be accessed from the other banks on the IBMP.



8.2. Create Item card

- Now, you have to create an item card template to be used in exporting items or printing them before adding them into a test.
- You can use the feature of **Create New File** to create your own item card.



- Here is a sample of an item card after creation.
- When generating the item card from the **Report** toolbar, each <<>> will be replaced by the actual information.

ITEM CARD from «BankName»

Item ID: «ItemCode»	**Item Path:** «ItemPathName»
Item Type: «ItemTypeName»	**Domain:** «Level1Name»
Cognitive Level: «CognitiveName»	**Chapter:** «Level2Name»
ILO: «ObjectiveName»	

Item Content:

«ItemContent»

Key/Scoring Rubric:

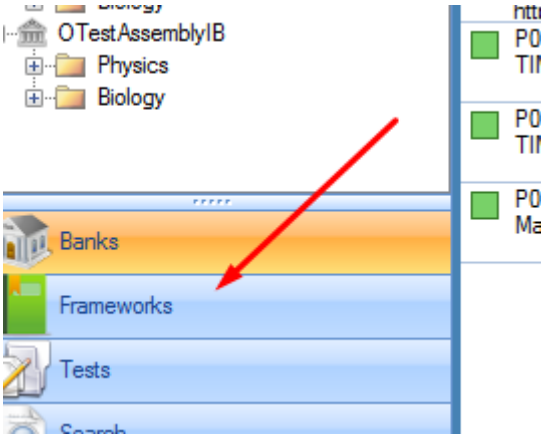
«ItemAnswer» «ItemRubrics»

Item Author: «ItemAuthorName»

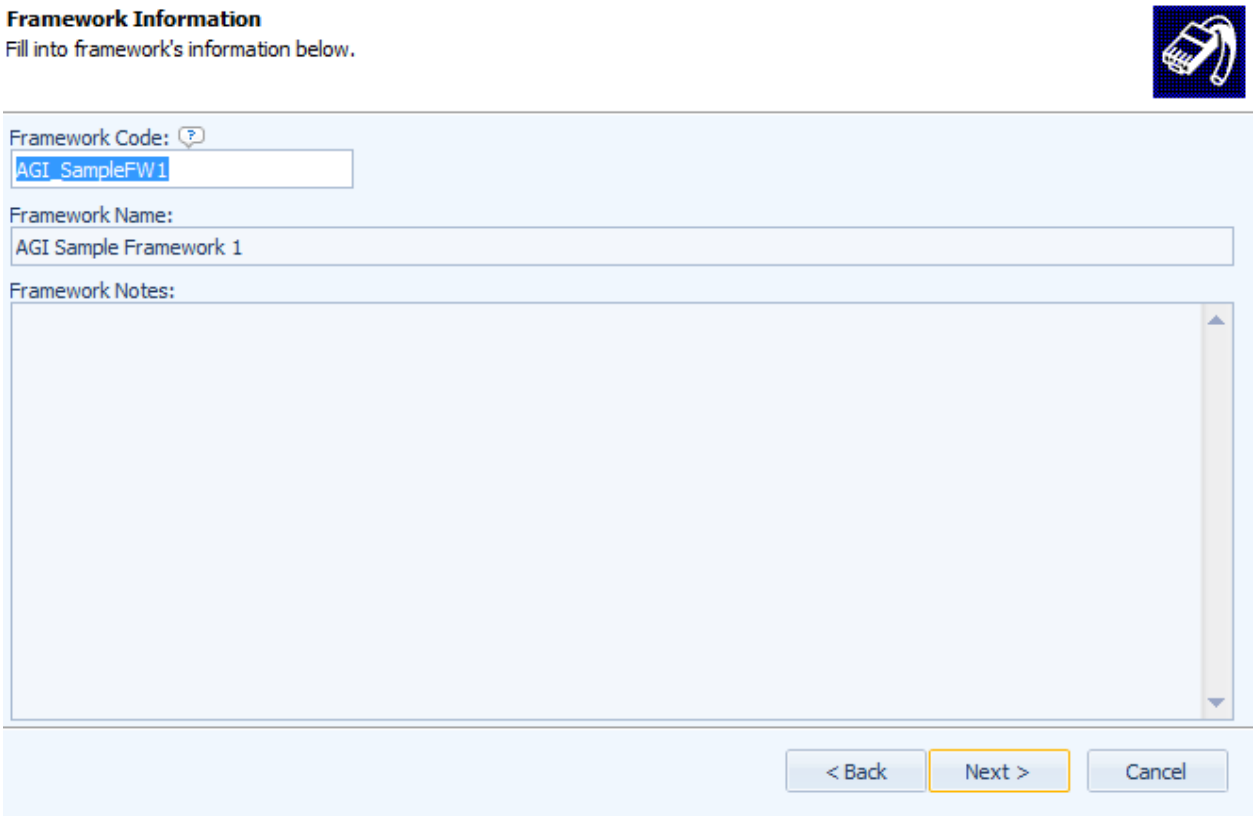
---

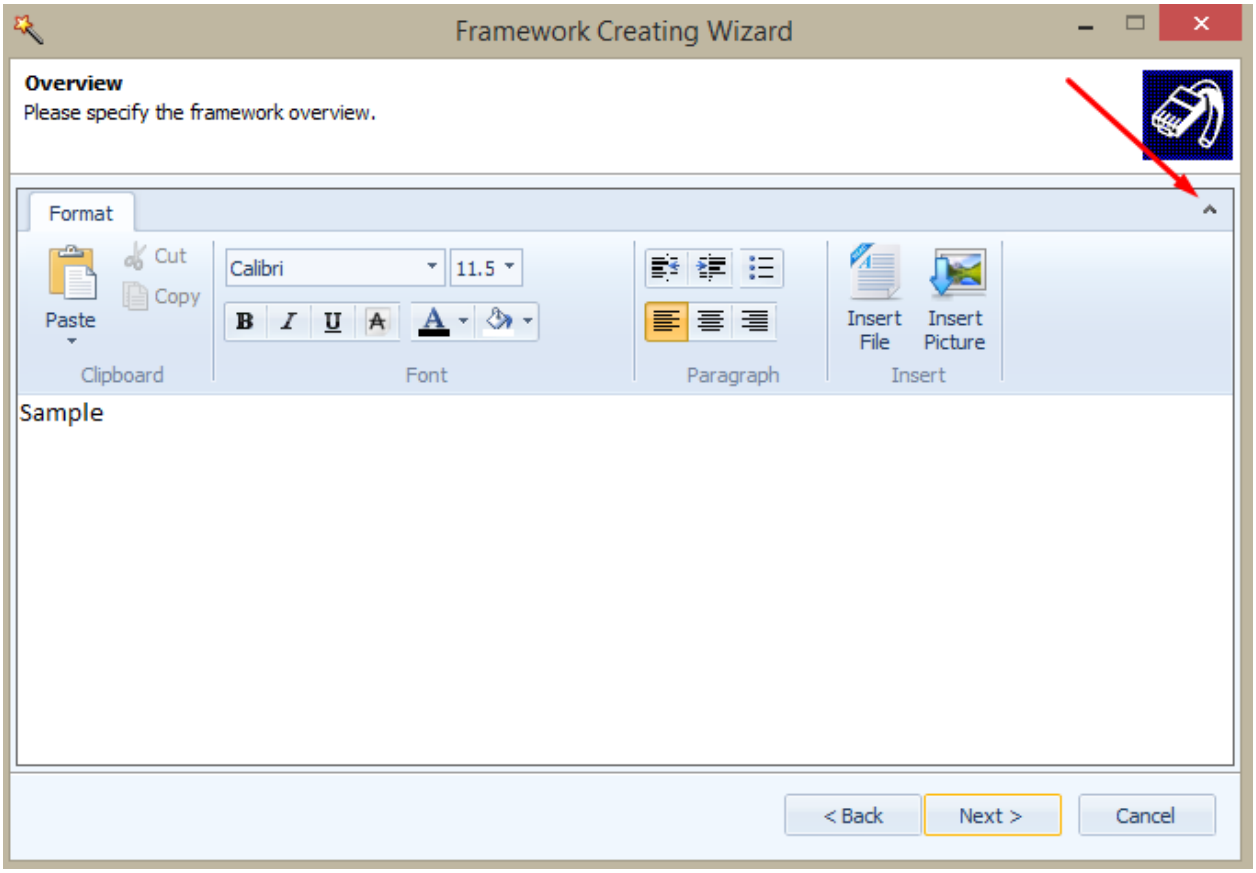
9. *Create Assessment Framework*

- To create an assessment framework on the system, first select the mode by clicking on the Frameworks on the *Lower Left* panel.

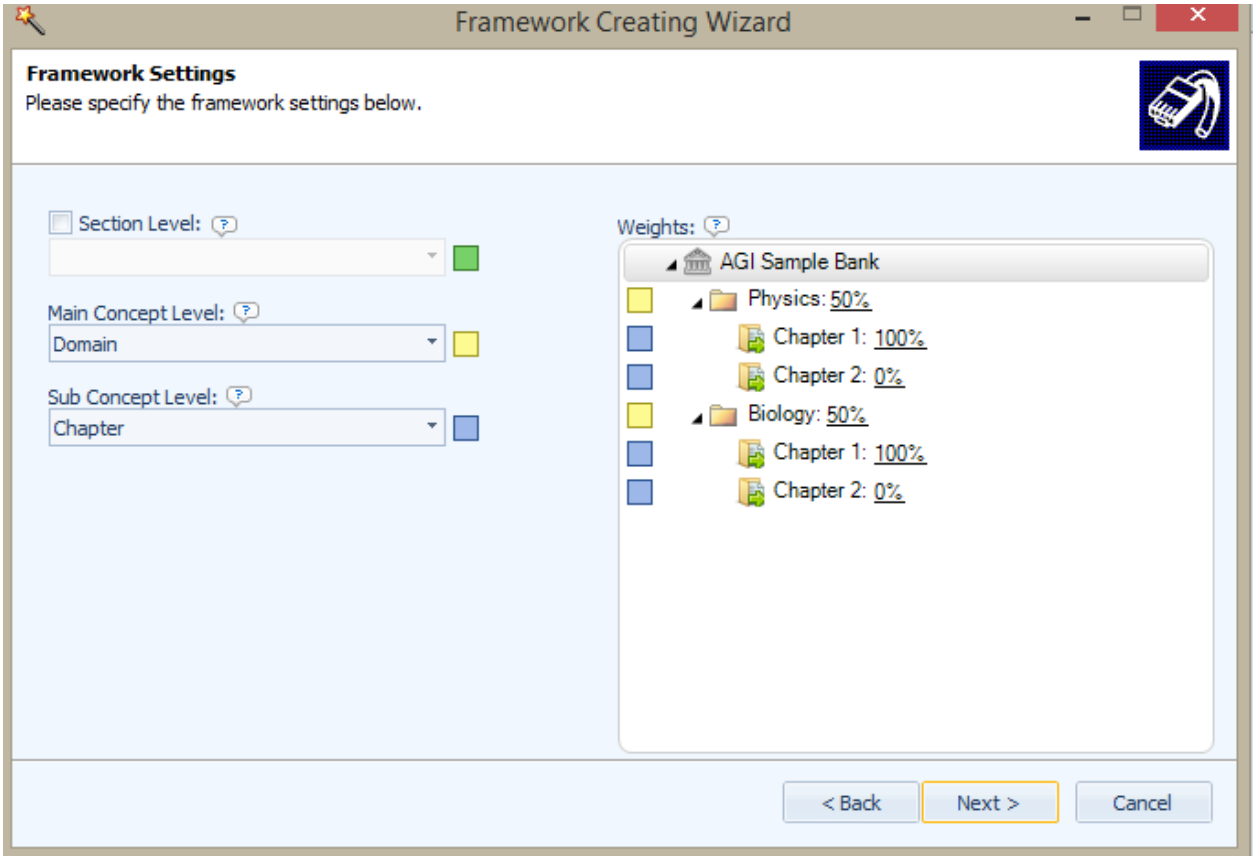


- Then, Click on **Create Framework.**
- Follow the wizard to create the FW. You have to write down much information. But, Don't' worry if you cannot fill any the text, you can click on **Modify Framework** and change or add text.

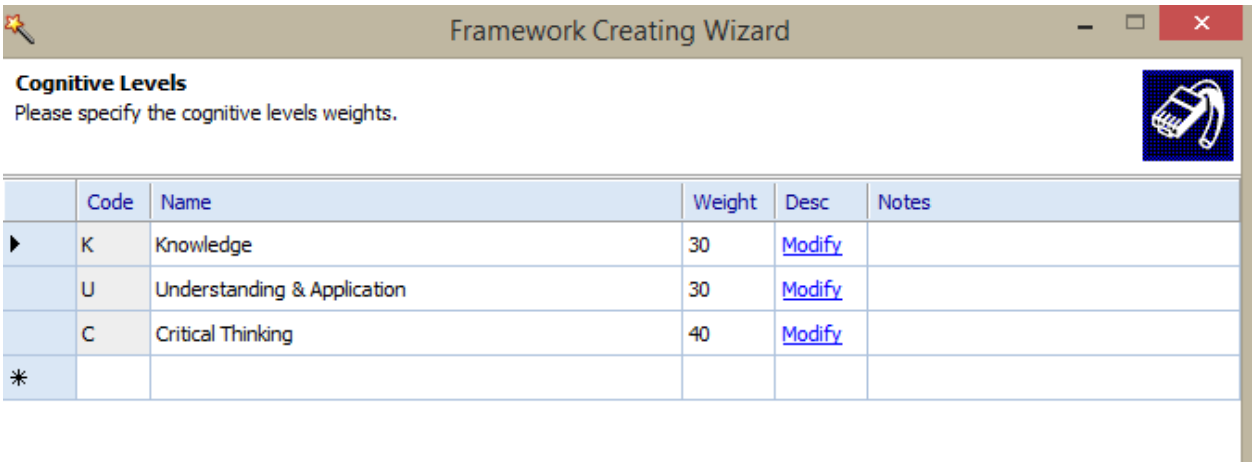


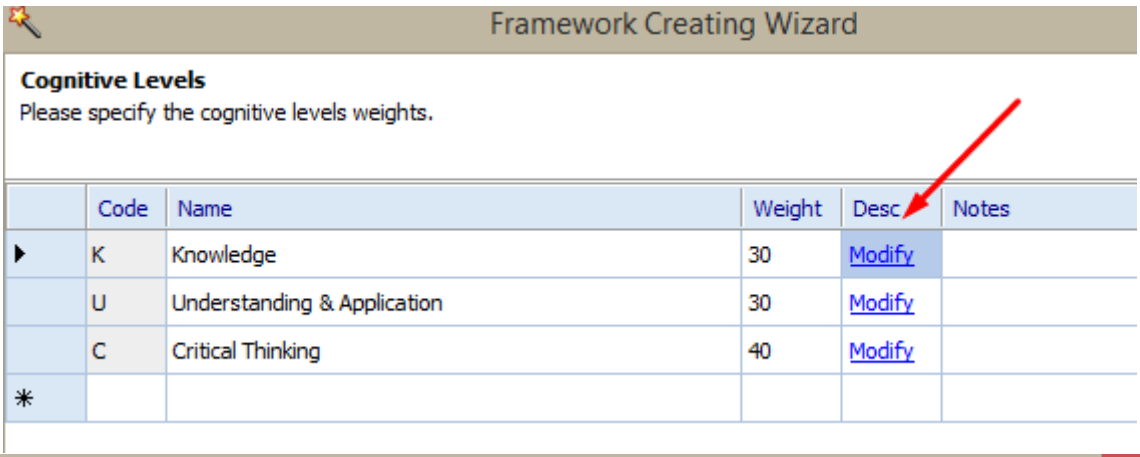


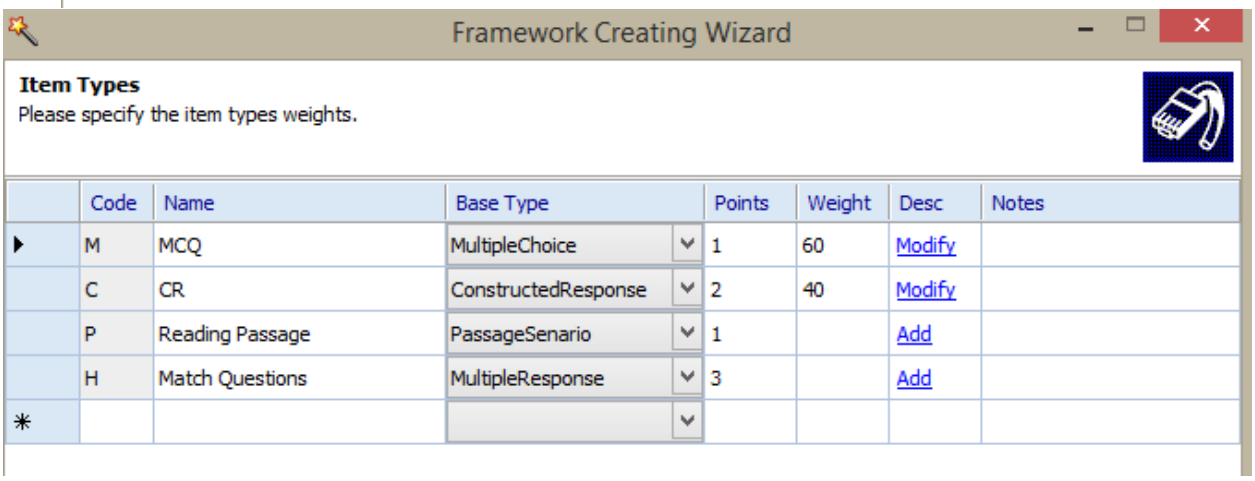
- Here you have to specify the content parts of the test and the percentage of each.



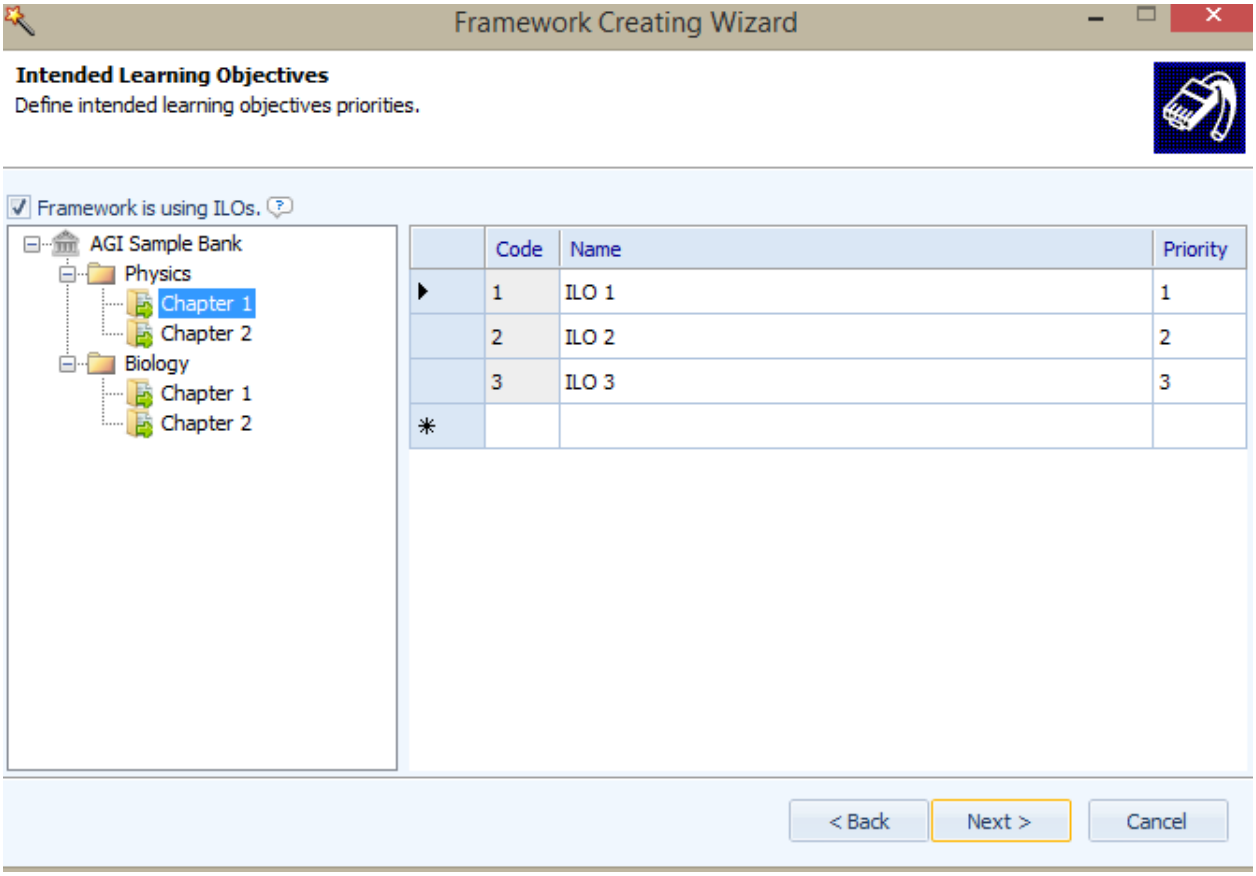
- Same with the cognitive levels and item types.
- You have also to click on modify and add a sample of each part.





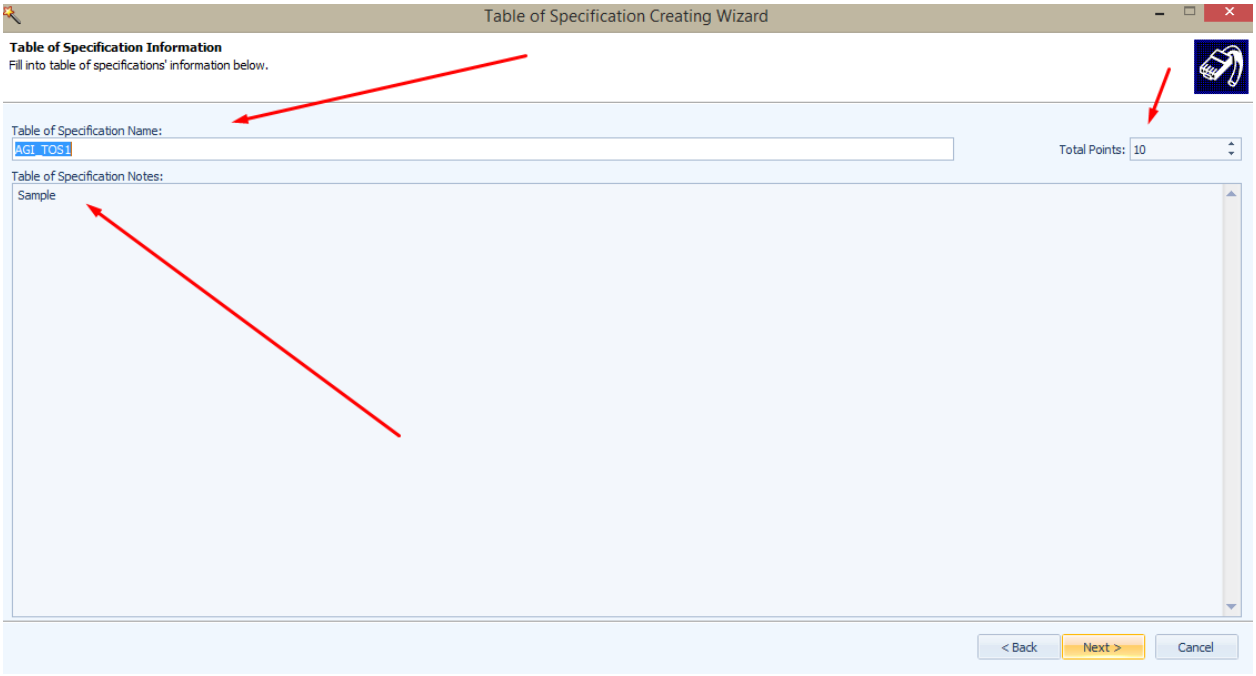


- Now, you can to specify the ILOs and there priority in test assembly.
- If you are going to distribute the item writing the evaluation on users using the IDM module, you have to specify the ILOs and their priorities.

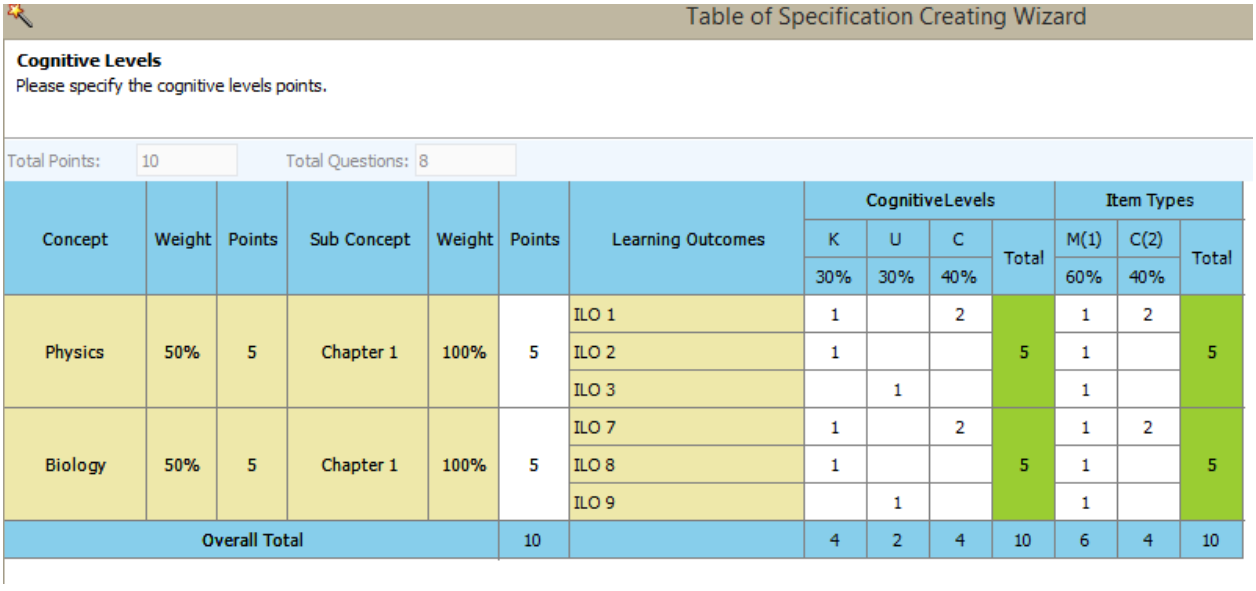

Framework Creating Wizard
Intended Learning Objectives
Define intended learning objectives priorities.
Framework is using ILOs.
AGI Sample Bank
Physics
Chapter 1
Chapter 2
Biology
Chapter 1
Chapter 2
Code
Name
Priority
1
ILO 1
1
2
ILO 2
2
3
ILO 3
3
< Back
Next >
Cancel

10. *Create Test Table of Specs (blueprint)*

- After creation of FW, you can create many TOS. Click on **Create TOS** and follow the wizard.



- In this screen, you have to enter the details weights for the test.
- This information can be used in creation of writing session and in automatic test assembly.
- IBMP will calculate the totals for you according to what you specified in the FW. So, don't worry it will guide you till you get the suitable formula.

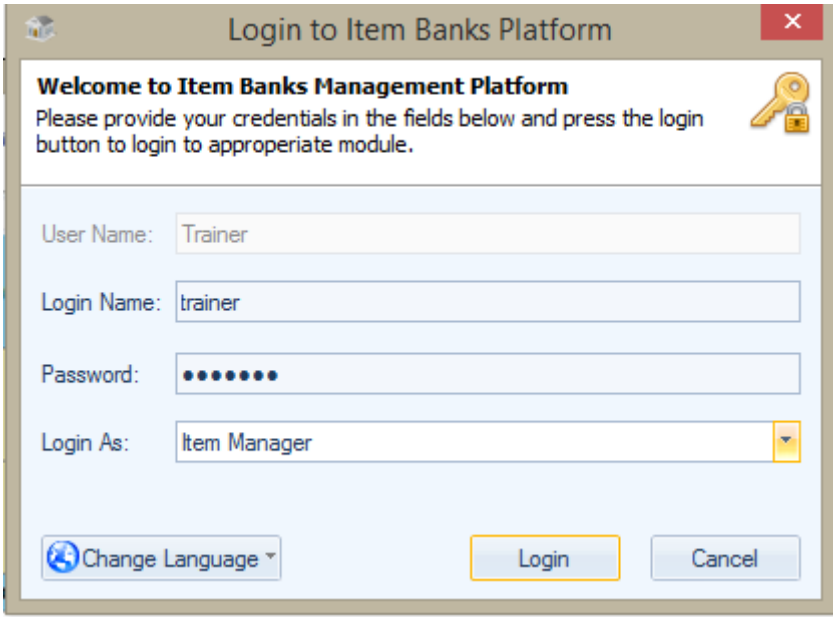


Concept	Weight	Points	Sub Concept	Weight	Points	Learning Outcomes	CognitiveLevels				Item Types		
							K	U	C	Total	M(1)	C(2)	Total
							30%	30%	40%		60%	40%	
Physics	50%	5	Chapter 1	100%	5	ILO 1	1		2	5	1	2	5
						ILO 2	1				1		
						ILO 3		1			1		
Biology	50%	5	Chapter 1	100%	5	ILO 7	1		2	5	1	2	5
						ILO 8	1				1		
						ILO 9		1			1		
Overall Total					10		4	2	4	10	6	4	10

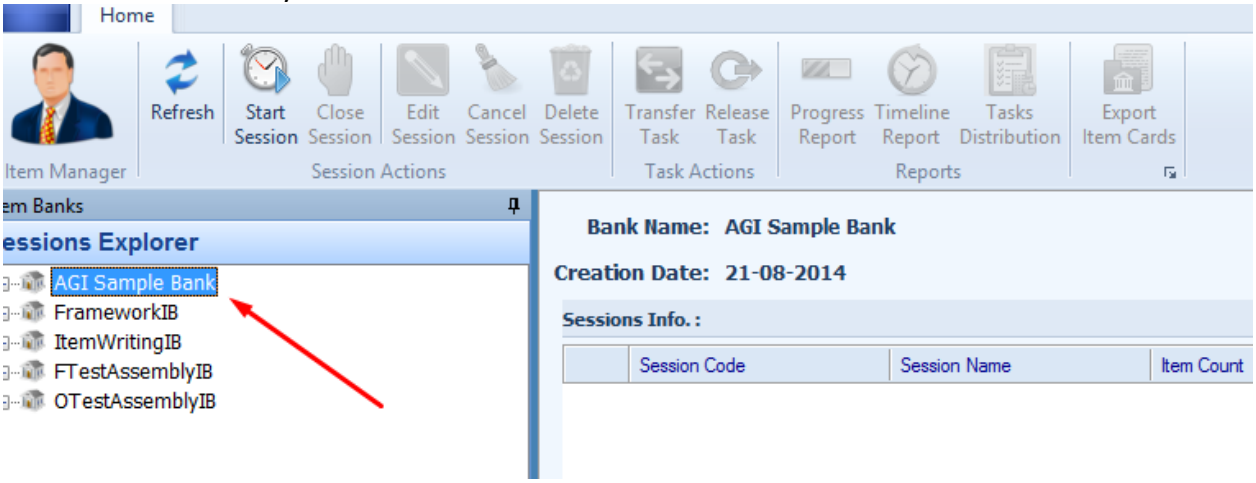
11. *Create item writing session*

- If you want to distribute the item writing task and evaluation on item writer, you have to create an item session.

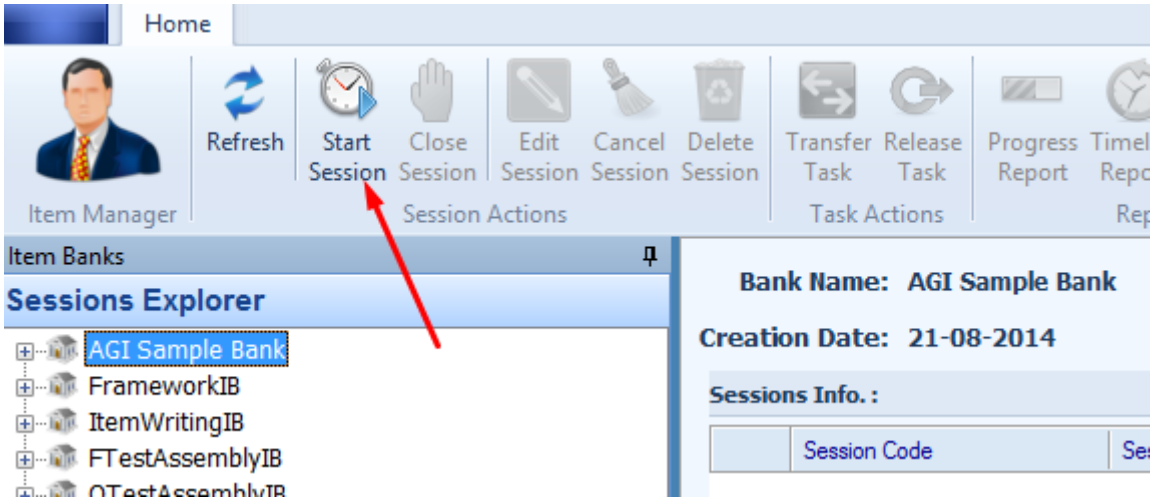
- Item writers will be able to work at home if you give them secure access to your server.
- Login as **Item Manager**.



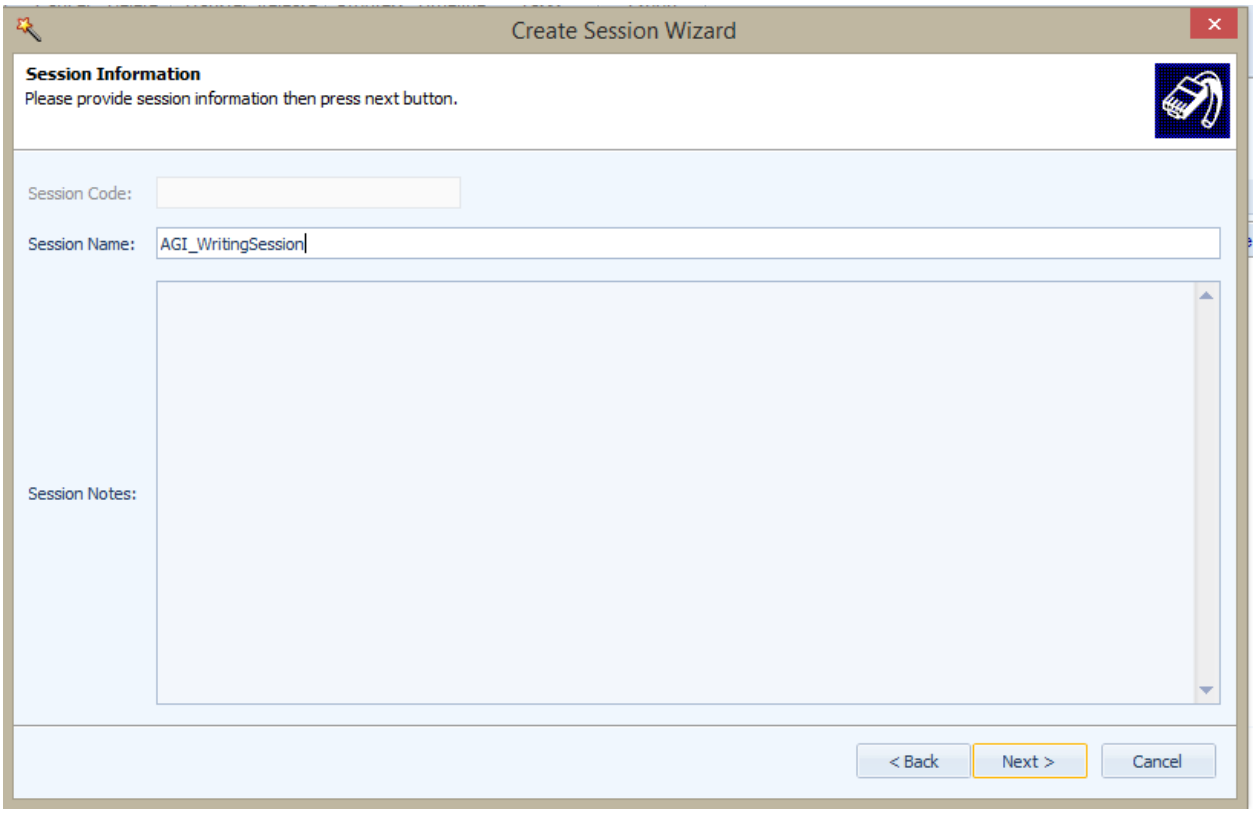
- Select the bank you want to create an item session for it.

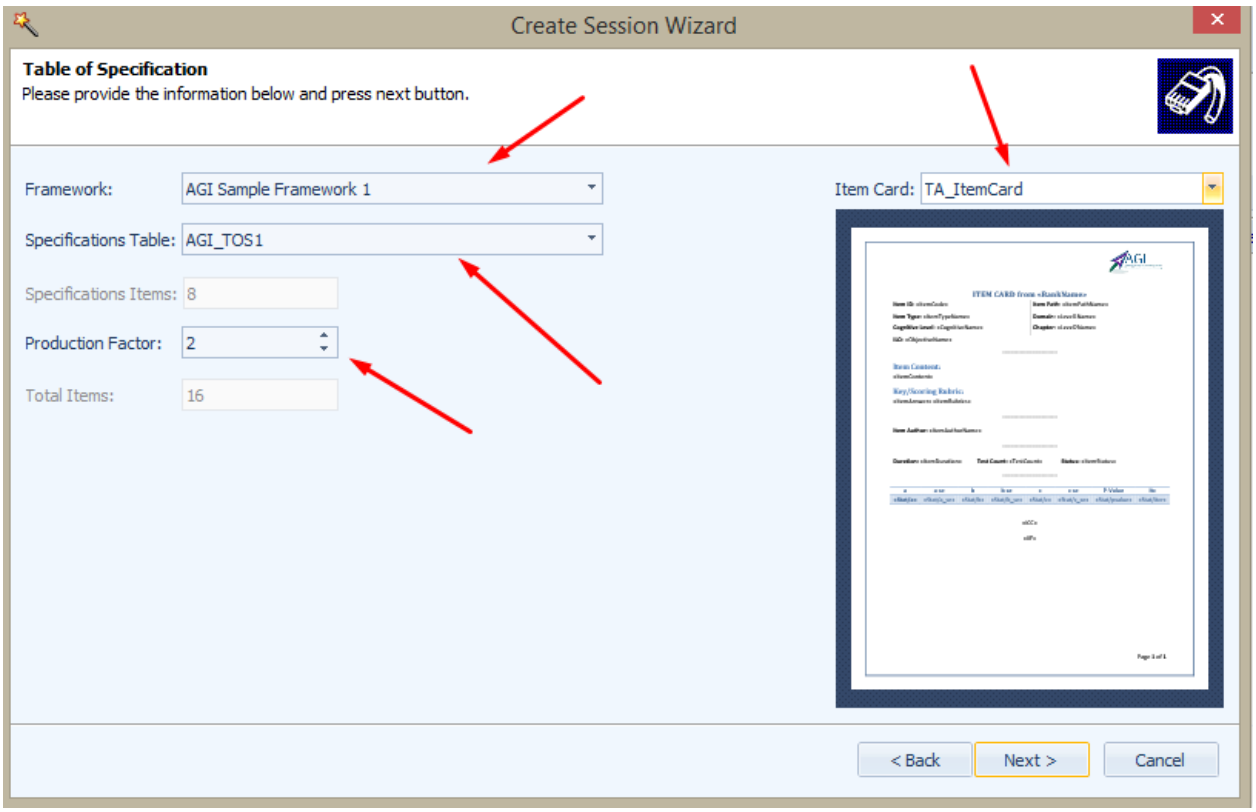


- Click on **Start Session**.

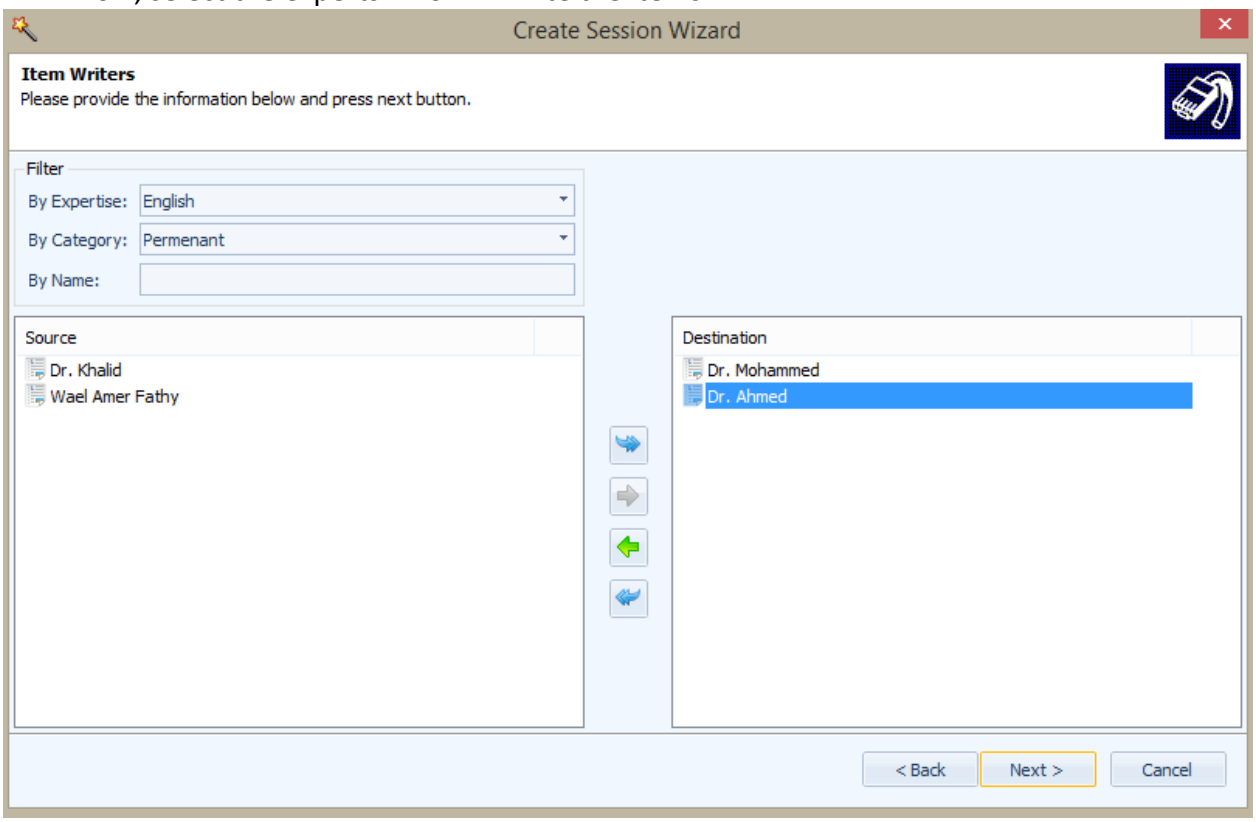


- Follow the wizard to create and publish the session.
- Select which FW and TOS you will use.
- Also select the Item Card Template. (See *Create Item card*)

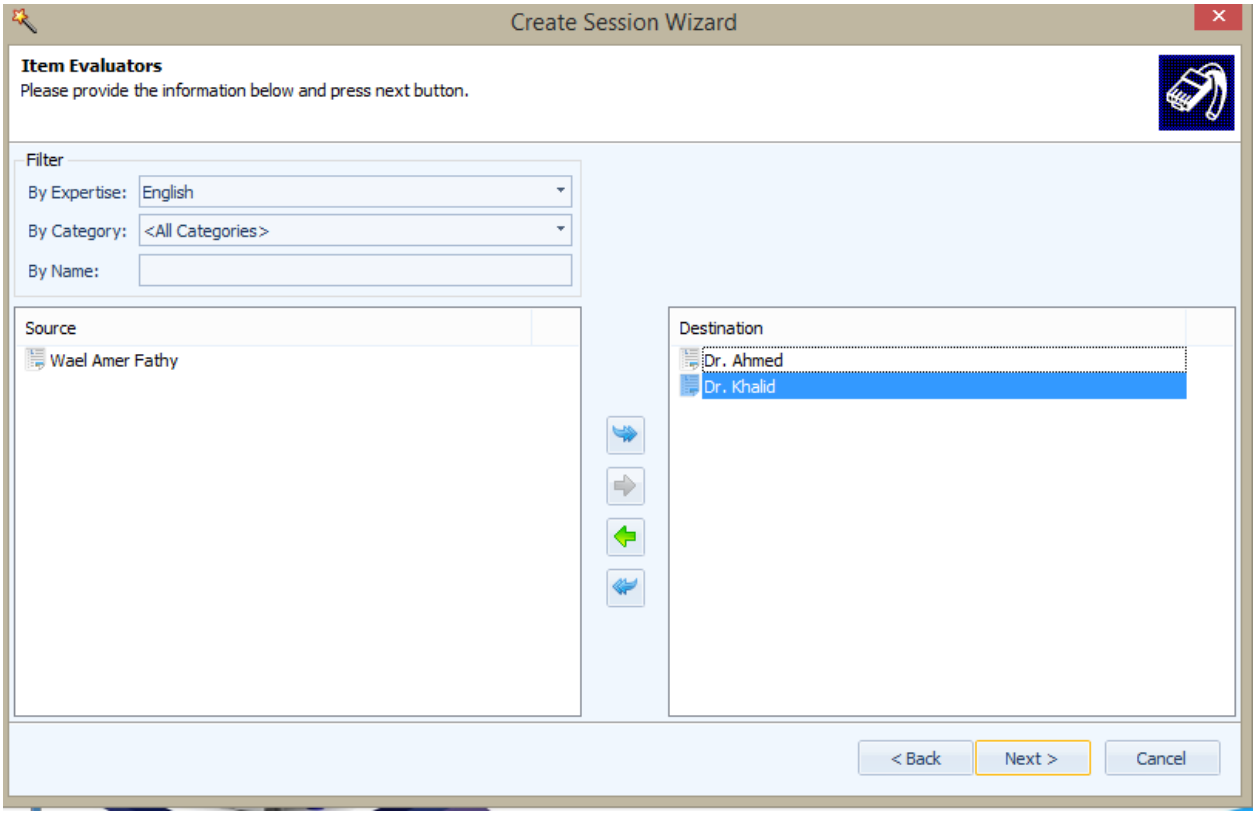




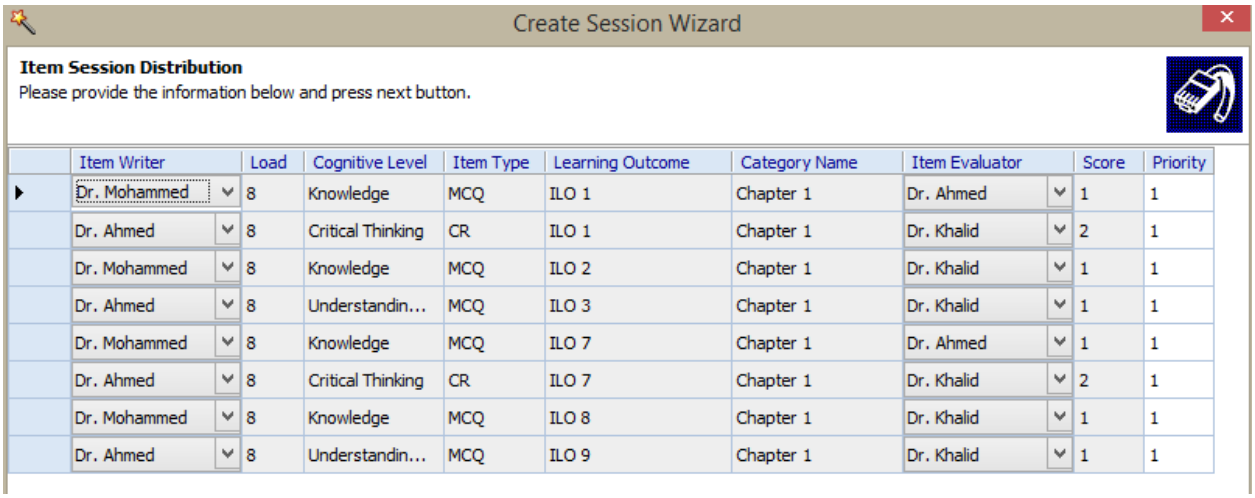
- Now, select the experts who will write the items.



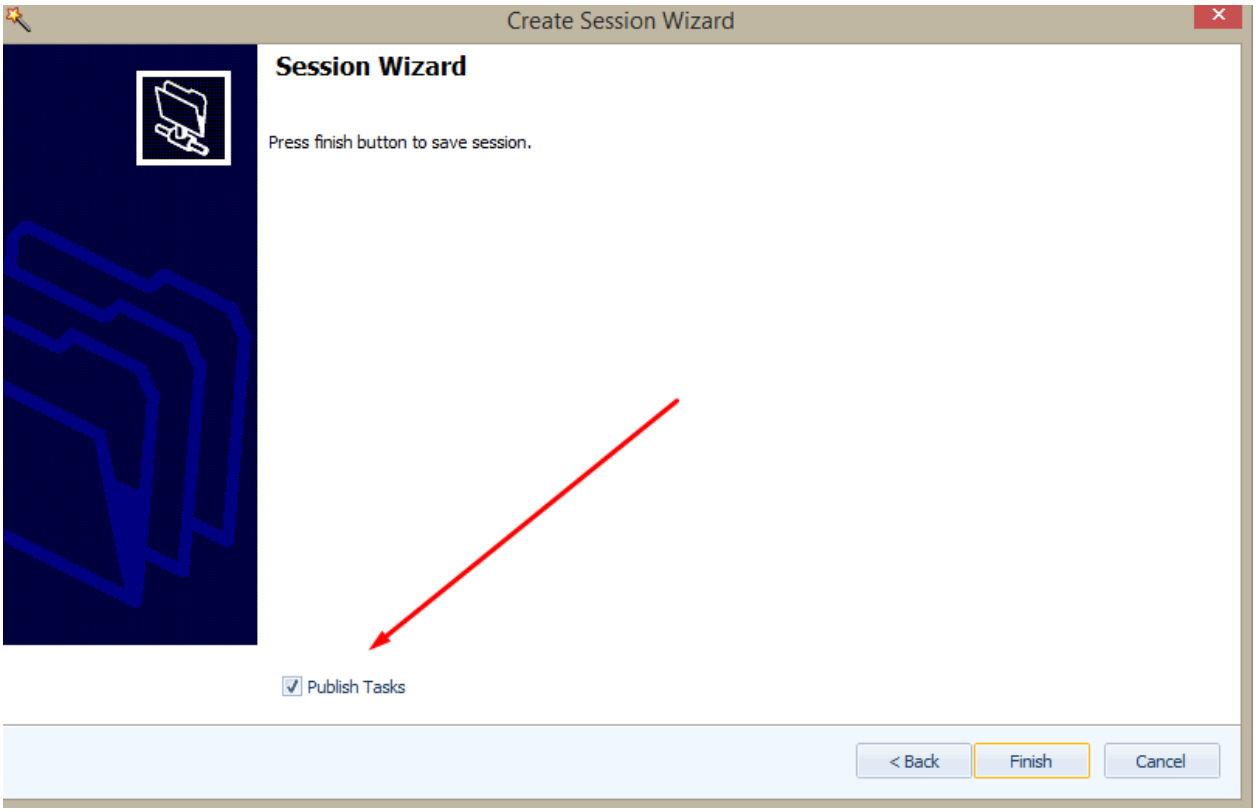
- Now, select the experts who will evaluate the items. You can select the same expert or different expert. Don't worry IDM will manage this issue.



- Now, IDM will assign items writer and evaluators automatically. Each item has different writer and evaluator.
- You still can change the IDM selection by clicking on the arrow of the cell and select another expert.
- You should be sure that each expert has a user account and his/her privileges allow him to assess this bank.



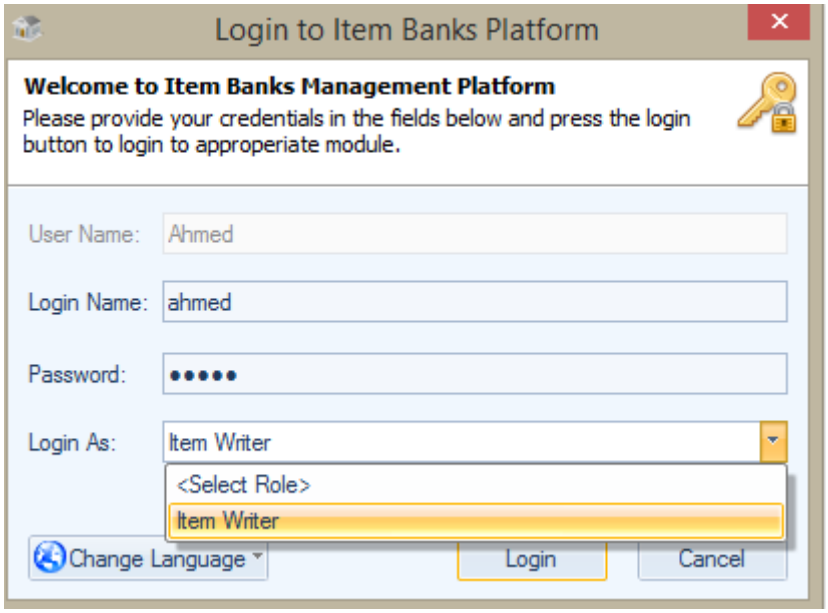
	Item Writer	Load	Cognitive Level	Item Type	Learning Outcome	Category Name	Item Evaluator	Score	Priority
▶	Dr. Mohammed	8	Knowledge	MCQ	ILO 1	Chapter 1	Dr. Ahmed	1	1
	Dr. Ahmed	8	Critical Thinking	CR	ILO 1	Chapter 1	Dr. Khalid	2	1
	Dr. Mohammed	8	Knowledge	MCQ	ILO 2	Chapter 1	Dr. Khalid	1	1
	Dr. Ahmed	8	Understandin...	MCQ	ILO 3	Chapter 1	Dr. Khalid	1	1
	Dr. Mohammed	8	Knowledge	MCQ	ILO 7	Chapter 1	Dr. Ahmed	1	1
	Dr. Ahmed	8	Critical Thinking	CR	ILO 7	Chapter 1	Dr. Khalid	2	1
	Dr. Mohammed	8	Knowledge	MCQ	ILO 8	Chapter 1	Dr. Khalid	1	1
	Dr. Ahmed	8	Understandin...	MCQ	ILO 9	Chapter 1	Dr. Khalid	1	1



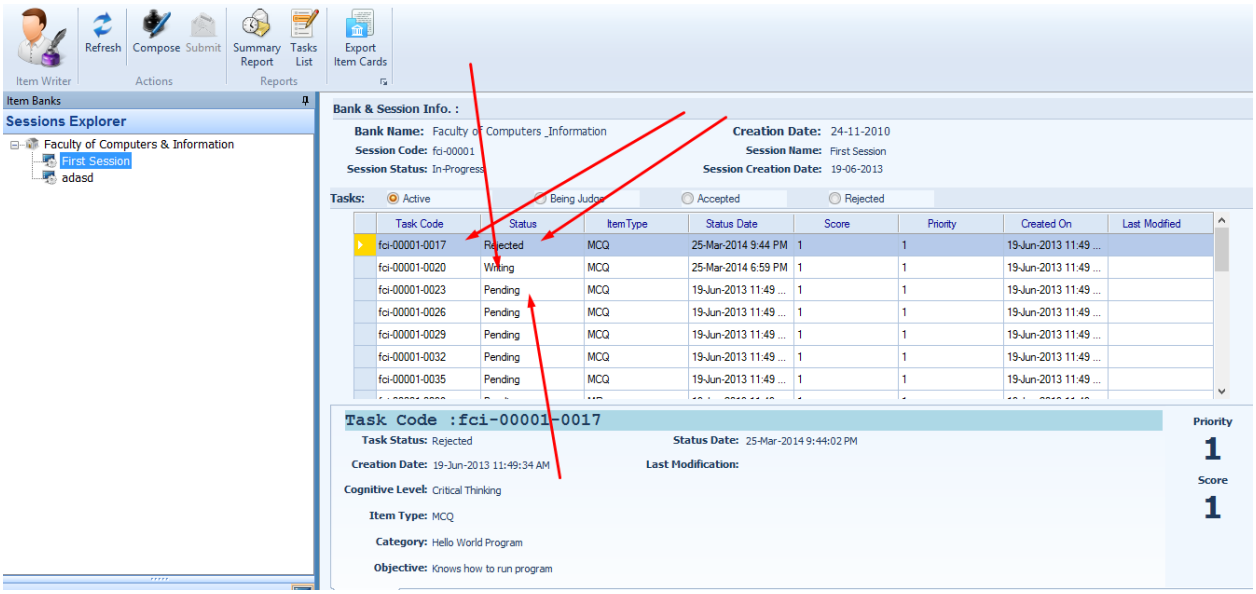
- If you tick, publish the session will be published and the tasks will appear for the experts. If not, the session will be only save and can be published later.

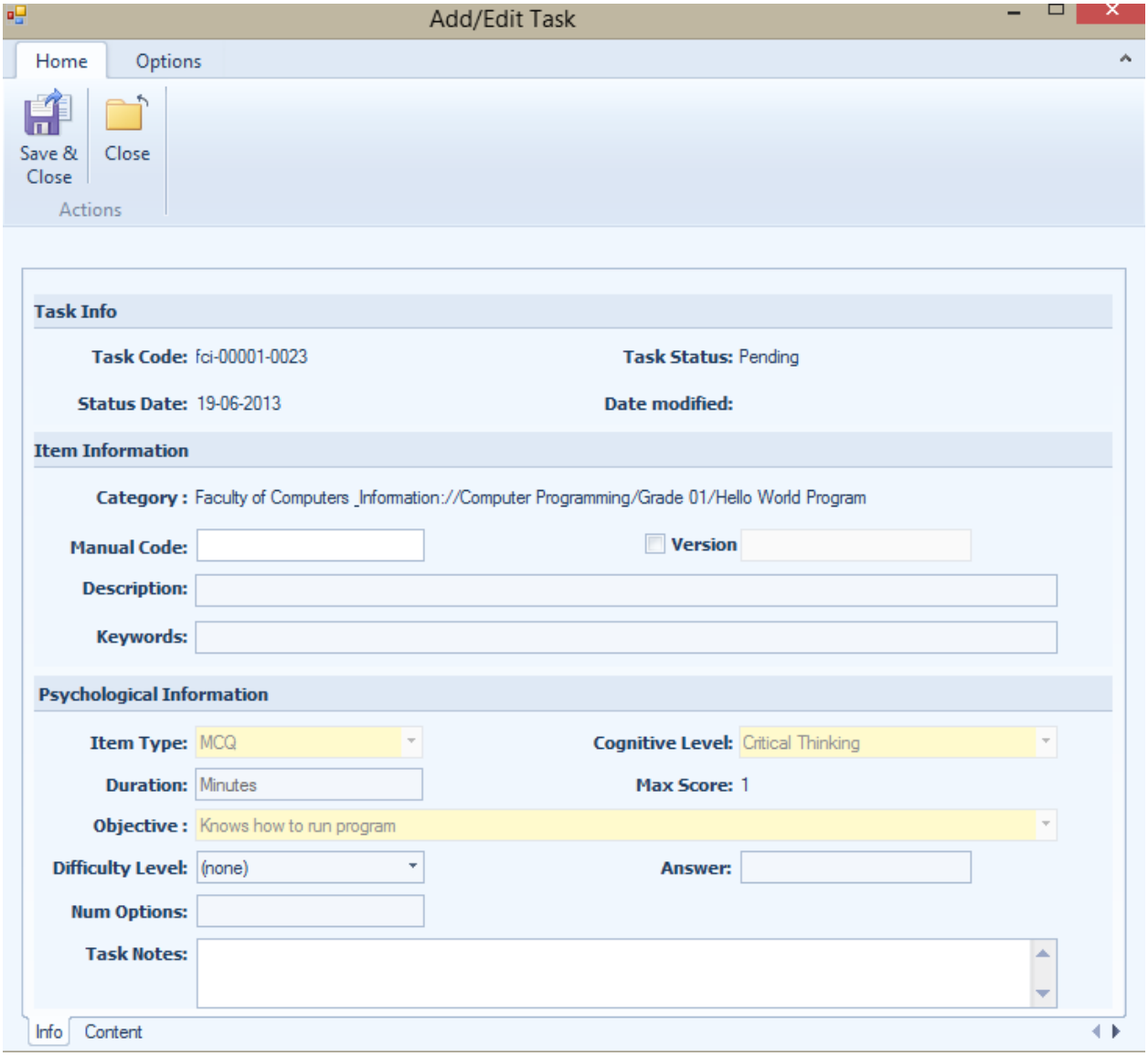
12. *Write items*

- An Expert will Login and select the role of item writer. Only the writing tasks will appear to him.

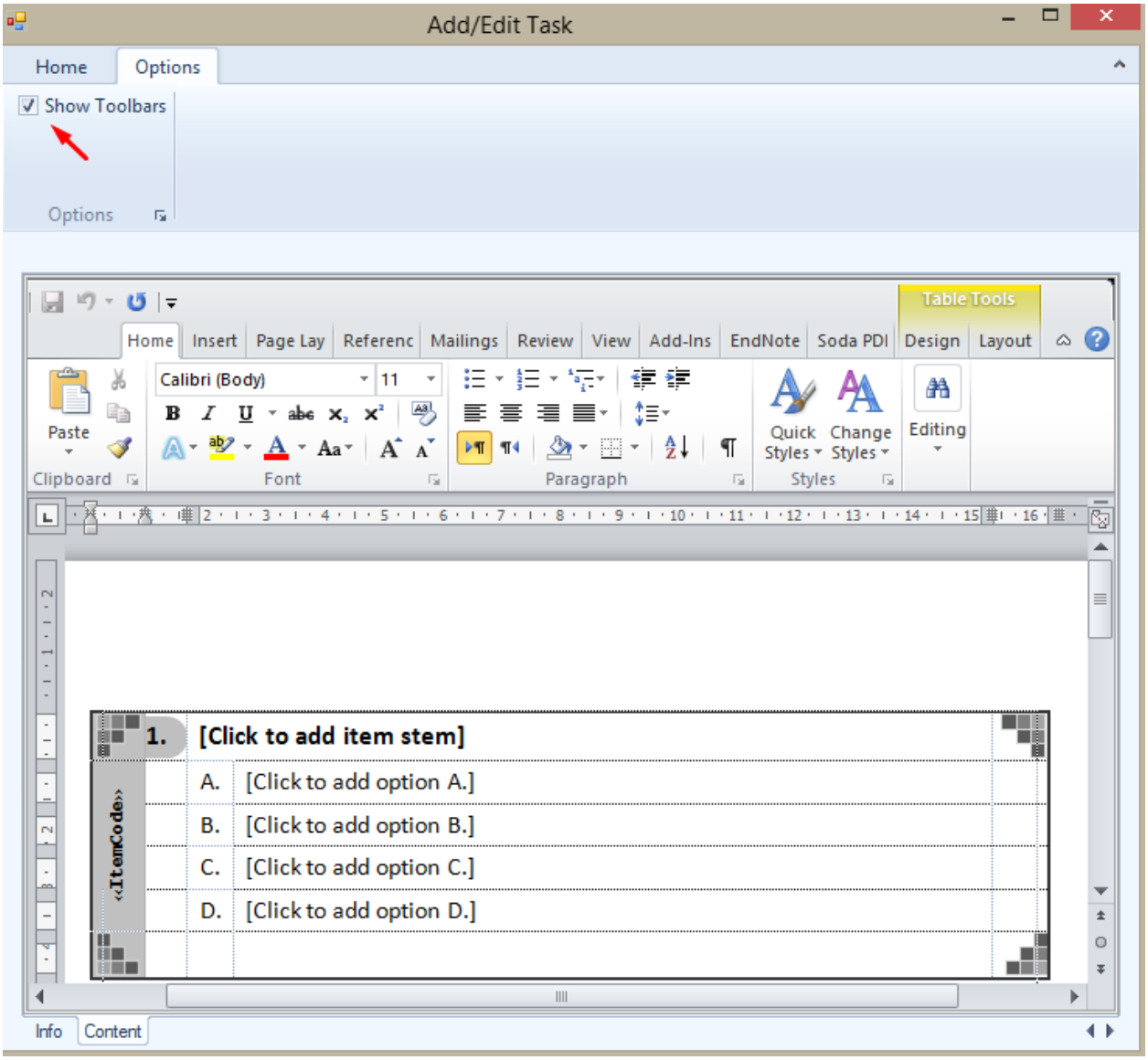


- Click on the bank you want to see its tasks.
- The task appears for him as shown. He can see what tasks are **pending** (assigned to him), **writing** (not submitted yet although modified or finished), and **rejected** by evaluator (he can read the comment).
- Click on the item to start writing on it, You will find all the details that allows you to write the item.

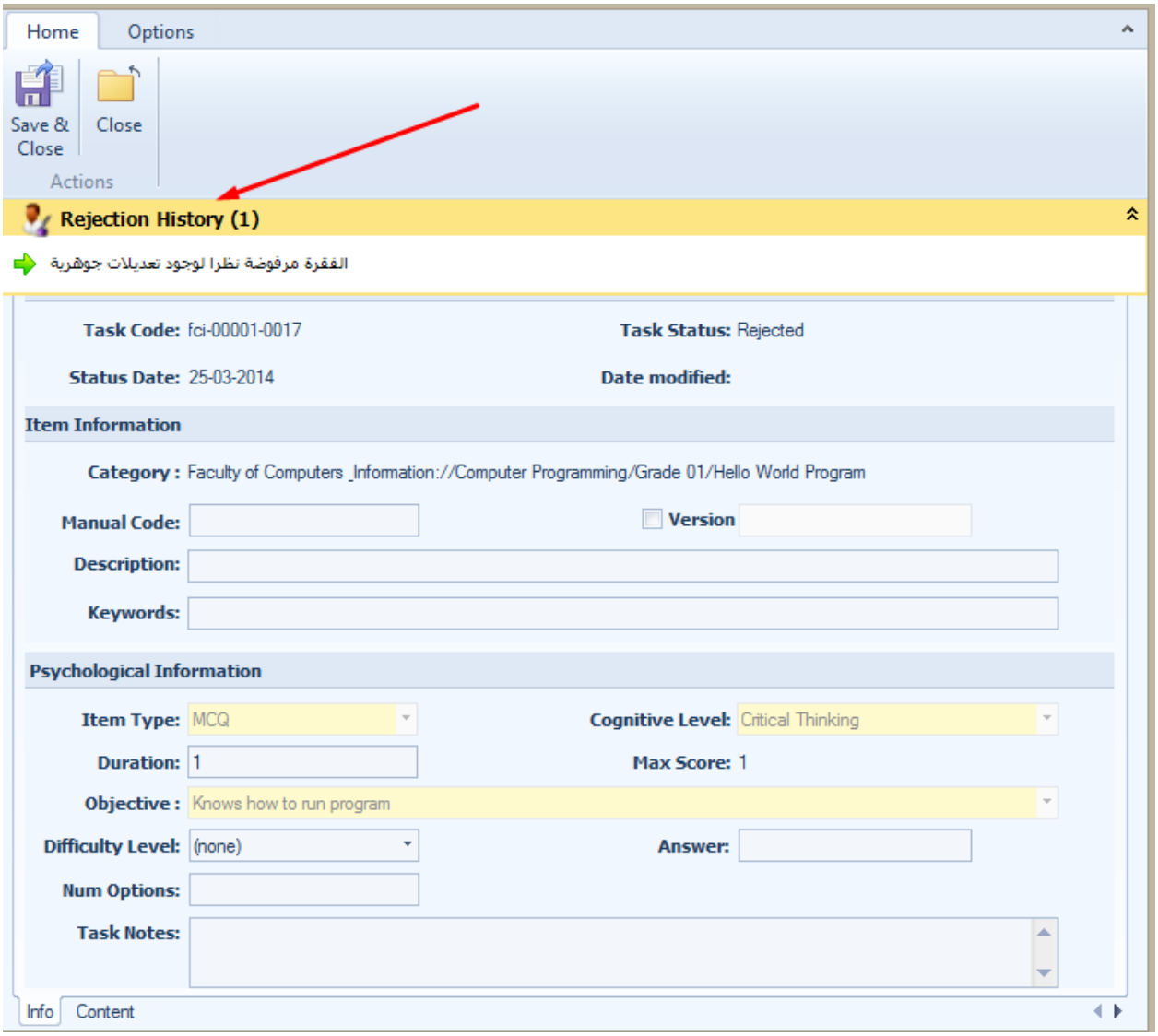




- Click on **Content** to write the text.
- Use the *editor* options to write the item by clicking on **Options** and ticking **Show Toolbars**.
- You can also copy and paste from *MS Word.*
- *Click on* **Save & Close.**
- Click on **Submit** when you want to send the item to evaluator.



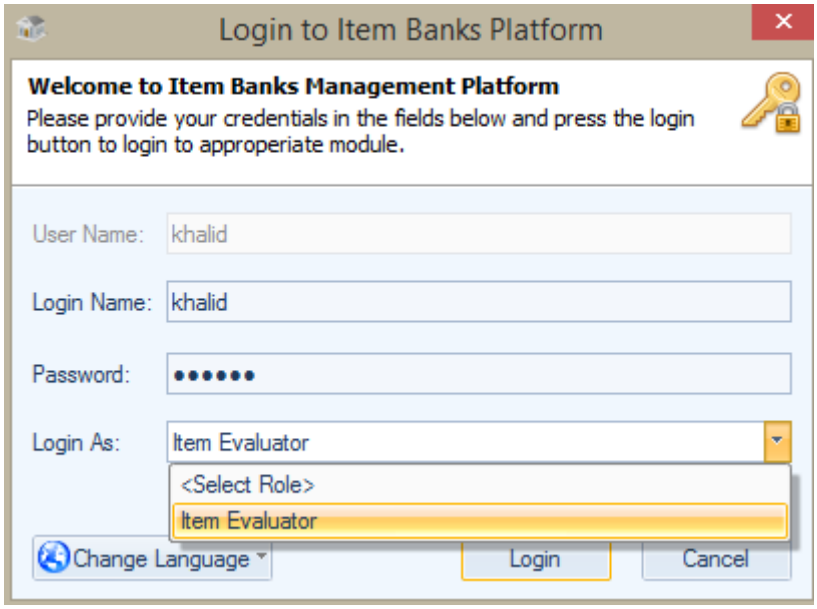
- If you have a rejected item, click on it.
- Click on the arrow on the upper right to see the evaluator *evaluation* and *comment*.
- Modify the item and **Submit** it again for evaluator.



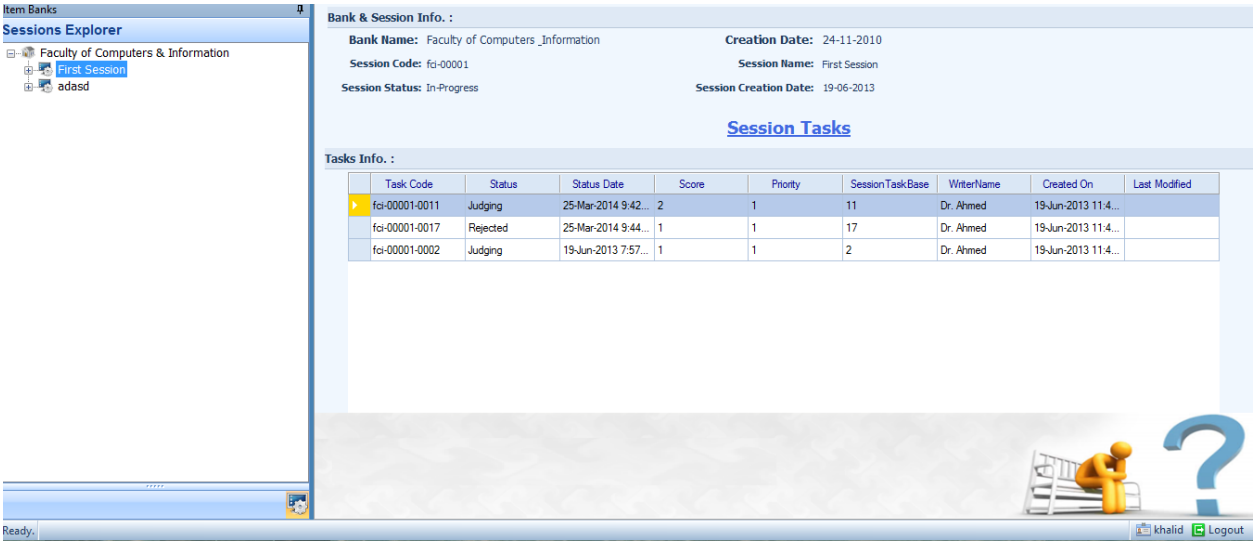
- You can also follow up your performance by clicking on the **Tasks** bar and selecting what you want to see.

13. *Evaluate items*

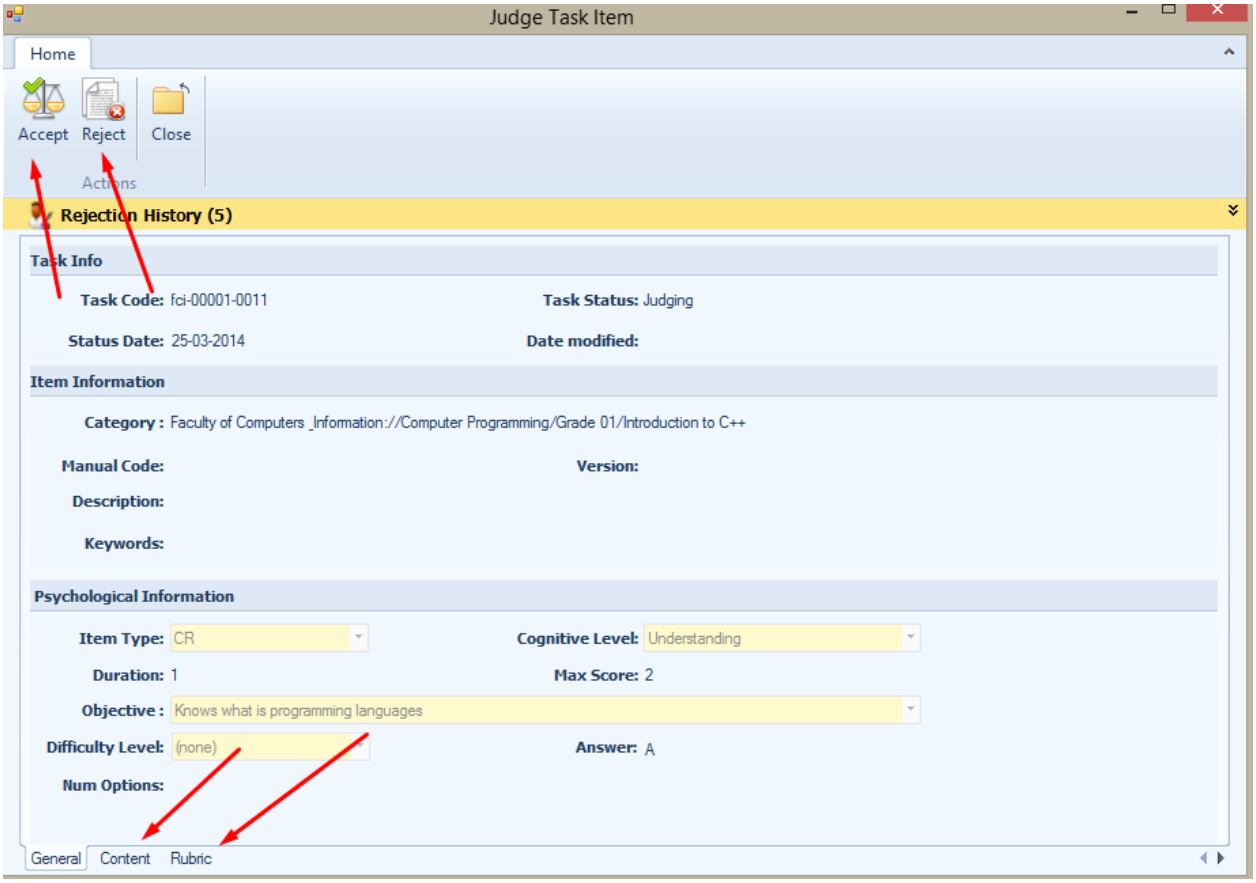
- To evaluate items, login as **Item Evaluator**. Only items assigned to you to evaluate will appear to you.



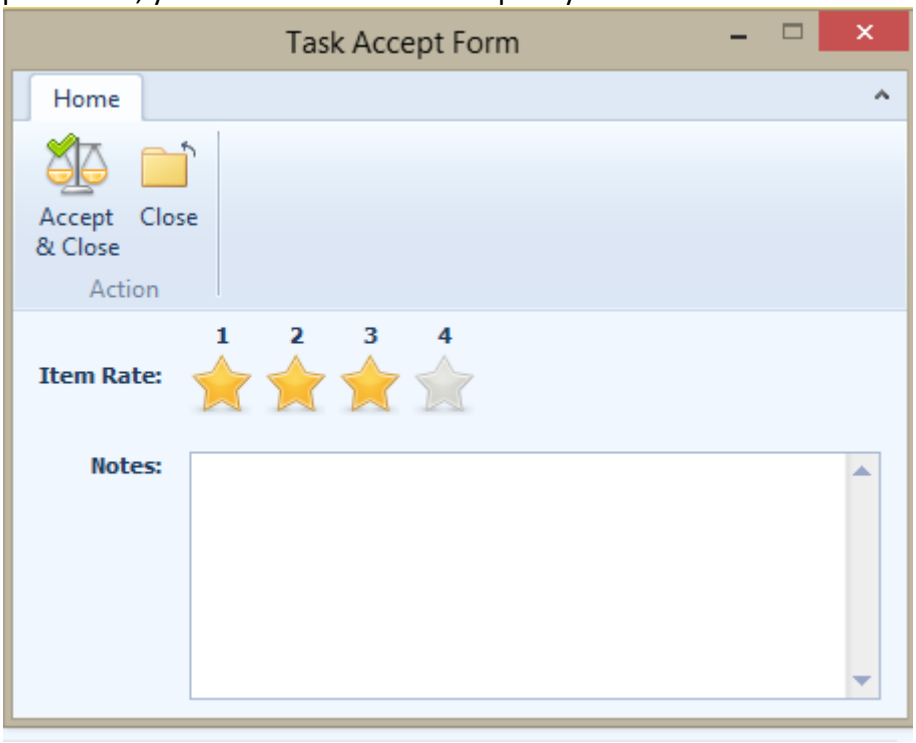
- Click on the bank you want to see its tasks.
- The task appears for him as shown. He can see what tasks are **pending** (assigned to him), **Judging** (not submitted yet although modified or finished), and **Rejected** to Item writer.
- Click on the item to start judging on it.



- Click **Accept** to submit the item to the CIIB to be tested. Or, **Reject** item to the writer to modify.



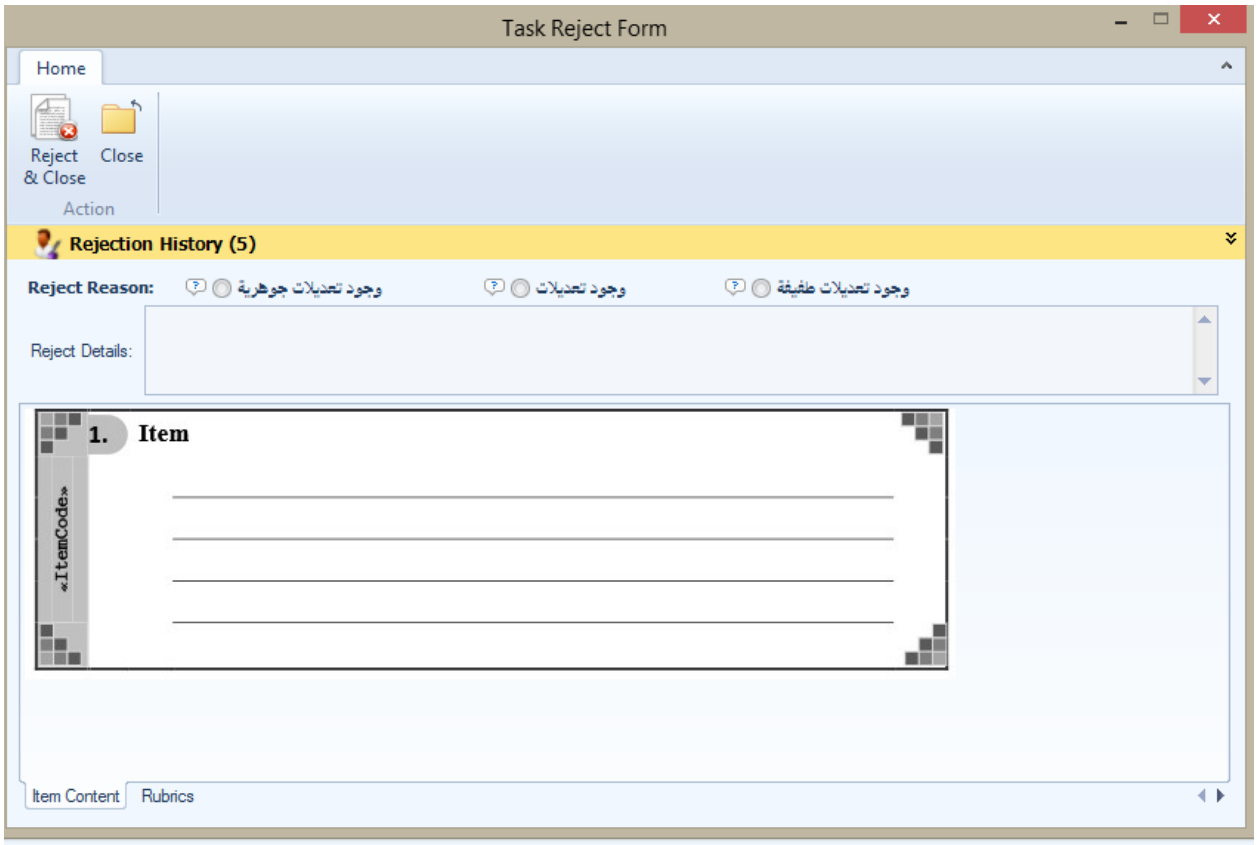
- To accept an item, you have to rate the item quality.



- To reject an item, you have to select a **Reject Reason**, and write a comment on the **Reject Details.**

- Rejection reasons are customized and may vary from one entity to another. The default are as follows:

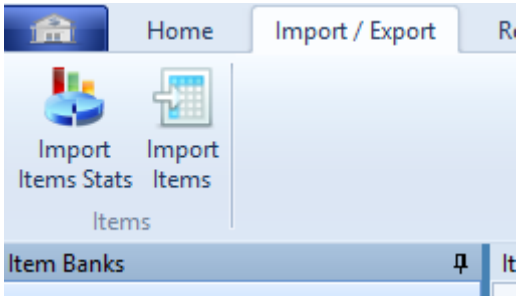
    1. **Require major modifications**
    2. **Require modifications**
    3. **Require Minor modifications**



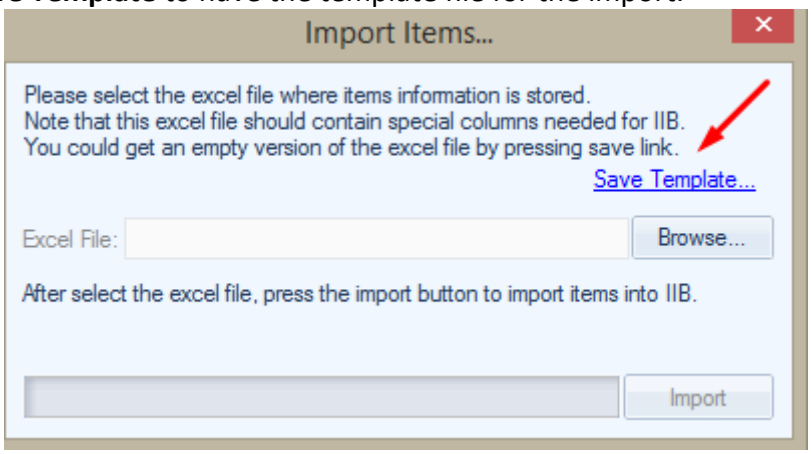
14. Import Items Files

- To import items as a package, login as a **Bank Manager**.

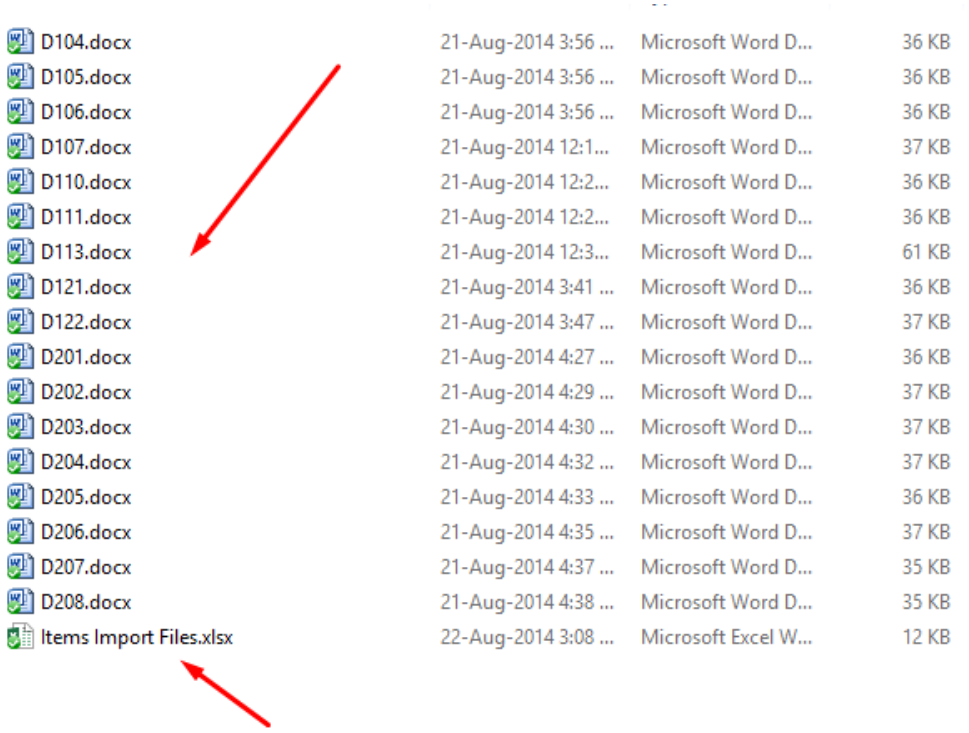
- Click on **Import Items.**



- Click on **Save Template** to have the template file for the import.


Import Items...
Please select the excel file where items information is stored.
Note that this excel file should contain special columns needed for IIB.
You could get an empty version of the excel file by pressing save link.
Save Template...
Excel File:
Browse...
After select the excel file, press the import button to import items into IIB.
Import

- Create a folder
- Put each item in MS Word File
- Fill in the Template details about the each item file name, location on the bank and other details.

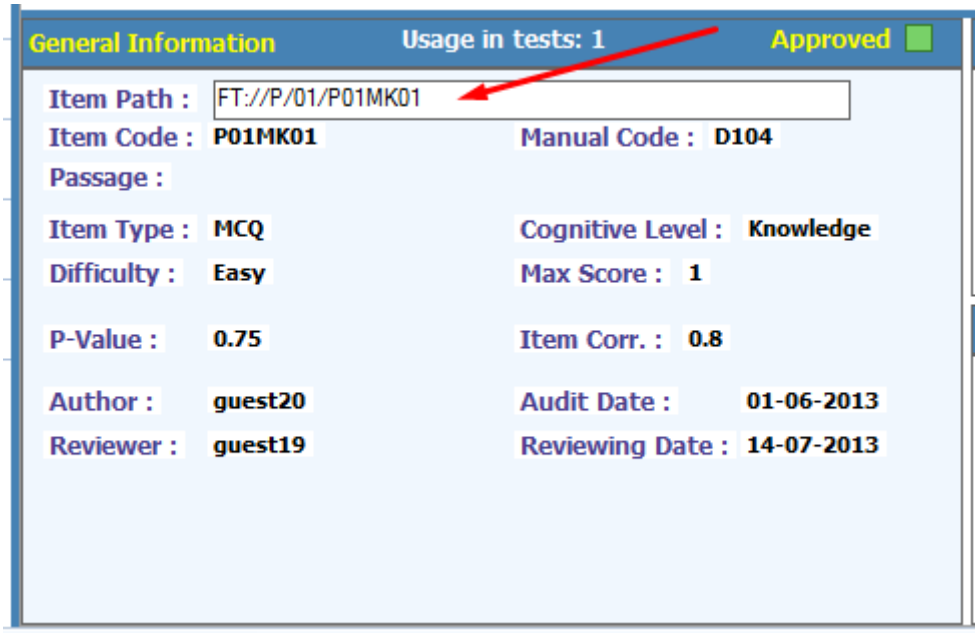

D104.docx 21-Aug-2014 3:56 ... Microsoft Word D... 36 KB
D105.docx 21-Aug-2014 3:56 ... Microsoft Word D... 36 KB
D106.docx 21-Aug-2014 3:56 ... Microsoft Word D... 36 KB
D107.docx 21-Aug-2014 12:1... Microsoft Word D... 37 KB
D110.docx 21-Aug-2014 12:2... Microsoft Word D... 36 KB
D111.docx 21-Aug-2014 12:2... Microsoft Word D... 36 KB
D113.docx 21-Aug-2014 12:3... Microsoft Word D... 61 KB
D121.docx 21-Aug-2014 3:41 ... Microsoft Word D... 36 KB
D122.docx 21-Aug-2014 3:47 ... Microsoft Word D... 37 KB
D201.docx 21-Aug-2014 4:27 ... Microsoft Word D... 36 KB
D202.docx 21-Aug-2014 4:29 ... Microsoft Word D... 37 KB
D203.docx 21-Aug-2014 4:30 ... Microsoft Word D... 37 KB
D204.docx 21-Aug-2014 4:32 ... Microsoft Word D... 37 KB
D205.docx 21-Aug-2014 4:33 ... Microsoft Word D... 36 KB
D206.docx 21-Aug-2014 4:35 ... Microsoft Word D... 37 KB
D207.docx 21-Aug-2014 4:37 ... Microsoft Word D... 35 KB
D208.docx 21-Aug-2014 4:38 ... Microsoft Word D... 35 KB
Items Import Files.xlsx 22-Aug-2014 3:08 ... Microsoft Excel W... 12 KB

Folder Ready

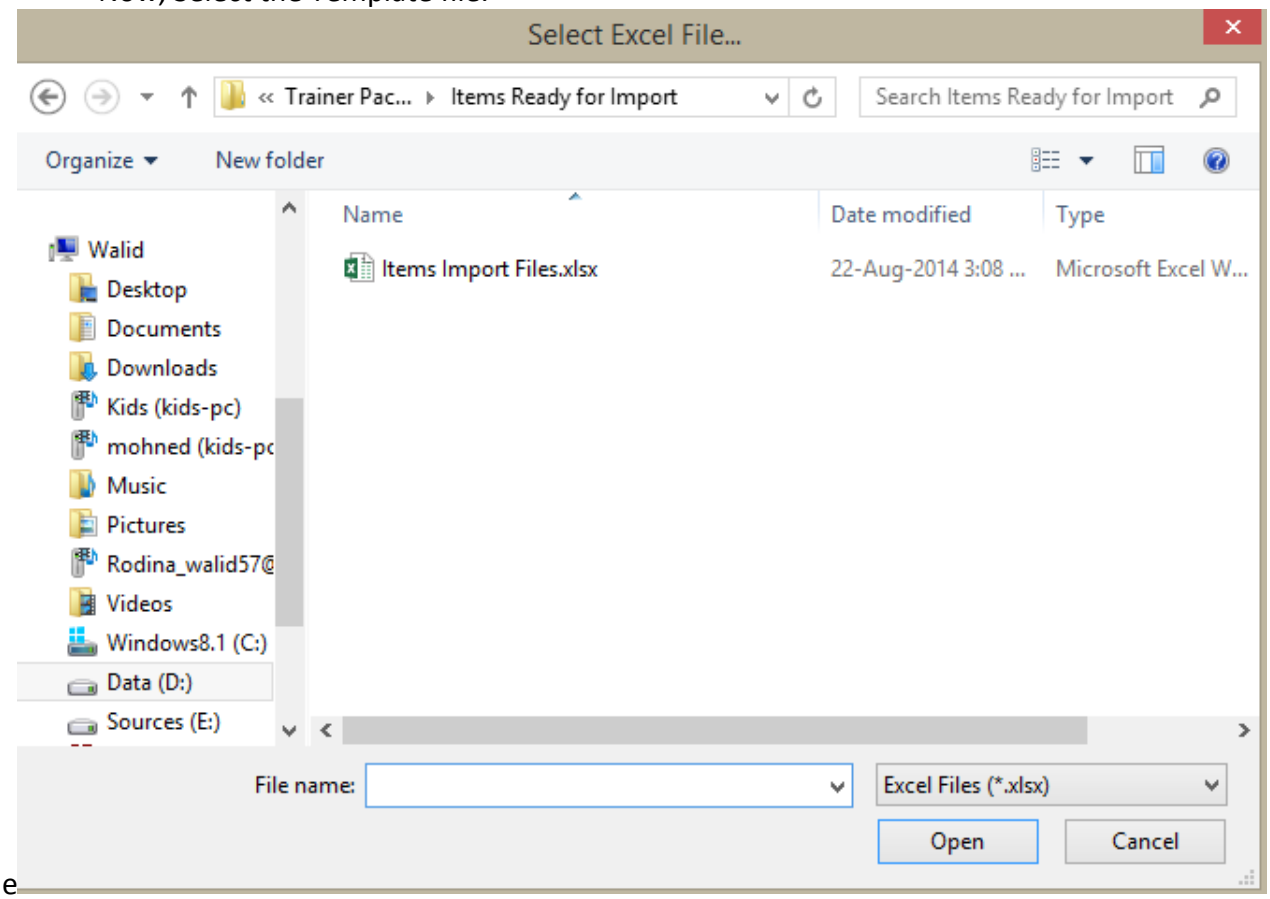
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ManualCode	Serial	Ver	Desc	Keywords	Type	Dur	Max	Answer	Outcome	Cognitive	Difficulty	SrcPath	DestPath
2	D104			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	4	1	K	E	D104.docx	FTestAssemblyIB:/
3	D105			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	1	1	K	E	D105.docx	FTestAssemblyIB:/
4	D106			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	2	2	K	M	D106.docx	FTestAssemblyIB:/
5	D107			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	2	2	K	M	D107.docx	FTestAssemblyIB:/
6	D110			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	2	3	U	M	D110.docx	FTestAssemblyIB:/
7	D111			Got from http://www.sikeston.k12.mo.us/	Sample Item	M	1	1	1	3	U	M	D111.docx	FTestAssemblyIB:/
8	D113			TIMSS 2003 - Modified	Sample Item	C	3	2		1	C	H	D113.docx	FTestAssemblyIB:/
9	D121			TIMSS 2003 - Modified	Sample Item	C	3	2		1	C	H	D121.docx	FTestAssemblyIB:/
10	D122			Math Item with Equation	Sample Item	M	2	1	1	1	U	M	D122.docx	FTestAssemblyIB:/
11	D201			What is baking soda - http://www.indiabix.	Sample Item	M	1	1	4	7	K	E	D201.docx	FTestAssemblyIB:/
12	D202			Ozone hole - http://www.indiabix.com/ge	Sample Item	M	1	1	3	7	K	E	D202.docx	FTestAssemblyIB:/
13	D203			gymnosperms - http://www.indiabix.com/	Sample Item	M	1	1	2	8	K	M	D203.docx	FTestAssemblyIB:/
14	D204			Pollination - http://www.indiabix.com/ger	Sample Item	M	1	1	1	8	K	M	D204.docx	FTestAssemblyIB:/
15	D205			Plants nutrients - http://www.indiabix.com	Sample Item	M	1	1	4	9	U	M	D205.docx	FTestAssemblyIB:/
16	D206			Movement of cell - http://www.indiabix.co	Sample Item	M	1	1	2	9	U	M	D206.docx	FTestAssemblyIB:/
17	D207			frogs live in salt water	Sample Item	C	3	2		7	C	H	D207.docx	FTestAssemblyIB:/
18	D208			Bacterial infections in humans	Sample Item	C	3	2		7	C	H	D208.docx	FTestAssemblyIB:/
19														

Item Import Template

- You can get the Item Path by Copy and Paste as shown in the following picture.



- Now, Select the Template file.

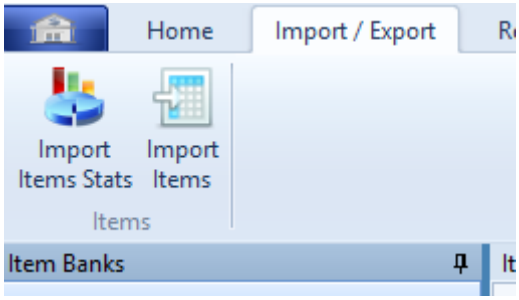


e

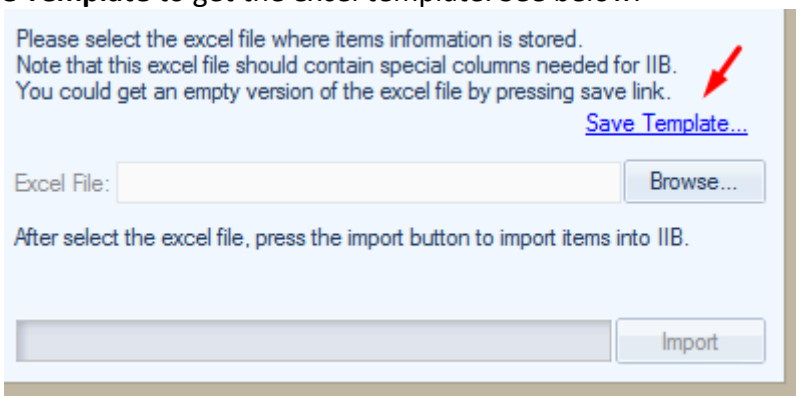
- The process usually takes some time.
- A message will apear to you to show how many item are imported successfully, and what errors found.

15. Upload items statistics to IBMP.

- You can write down items statistics item by item through the statistical tab.
- To upload items as a package, login as a **Bank Manager** and click on **Import Items Stats.**



- Click on **Save Template** to get the excel template. See below.


Please select the excel file where items information is stored.
Note that this excel file should contain special columns needed for IIB.
You could get an empty version of the excel file by pressing save link.
Save Template...
Excel File:
Browse...
After select the excel file, press the import button to import items into IIB.
Import

AdminYear	Active	ItemID	a	b	c	a_se	b_se	c_se	pvalue	itcr
2014	Yes	P01MU09	1	-2.4	0.01	0.3	0.2	0.5	0.65	0.8
2014	Yes	P01CC08	1	-2.5	0	0.3	0.2	0	0.7	0.85
2014	Yes	P01CC07	1.1	-2	0	0.3	0.2	0	0.75	0.8
2014	Yes	P01MU06	0.99	-1.5	0.011	0.3	0.2	0.5	0.65	0.85
2014	Yes	P01MU05	1.1	-1	0.01	0.3	0.2	0.5	0.7	0.8
2014	Yes	P01MK04	0.98	-0.5	0.01	0.3	0.2	0.5	0.75	0.85
2014	Yes	P01MK03	1	0.2	0.01	0.3	0.2	0.5	0.65	0.8
2014	Yes	P01MK02	1	0.6	0.01	0.3	0.2	0.5	0.7	0.85
2014	Yes	P01MK01	1.1	0.9	0.01	0.3	0.2	0.5	0.75	0.8
2014	Yes	B01CC17	0.99	1	0	0.3	0.2	0	0.65	0.85
2014	Yes	B01CC16	1.1	1.5	0	0.3	0.2	0	0.7	0.8
2014	Yes	B01MU15	0.98	1.8	0.01	0.3	0.2	0.5	0.75	0.85

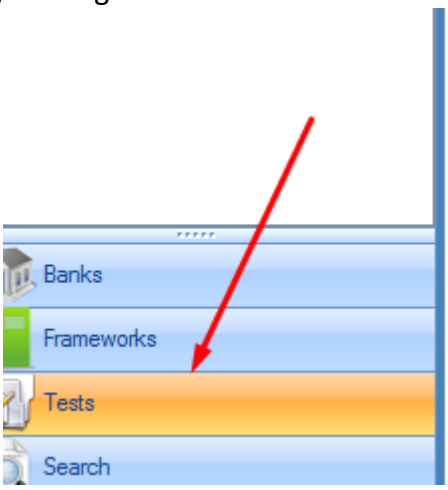
- Fill in the data, select the file and click on **Import.**

Import Statistics...
Please select the excel file where items statistics are stored.
Note that this excel file should contain special columns needed for IIB.
You could get an empty version of the excel file by pressing save link.
Save Template...
Excel File:
D:\0 Workspace\Dropbox\IBMP Workshop Materia
Browse...
After select the excel file, press the import button to import statistics into IIB.
Import

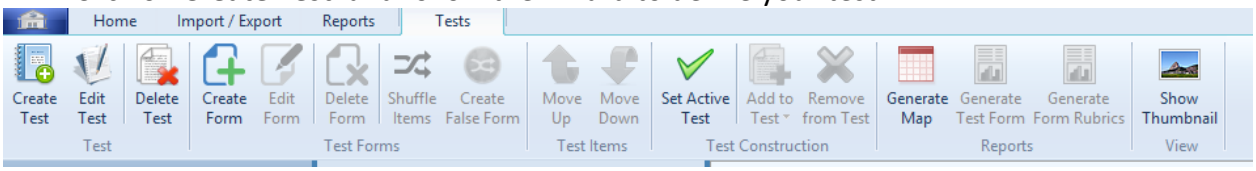
- The process usually takes sometime.
- A message will apear to you to show how many values are imported successfully, and what errors found.

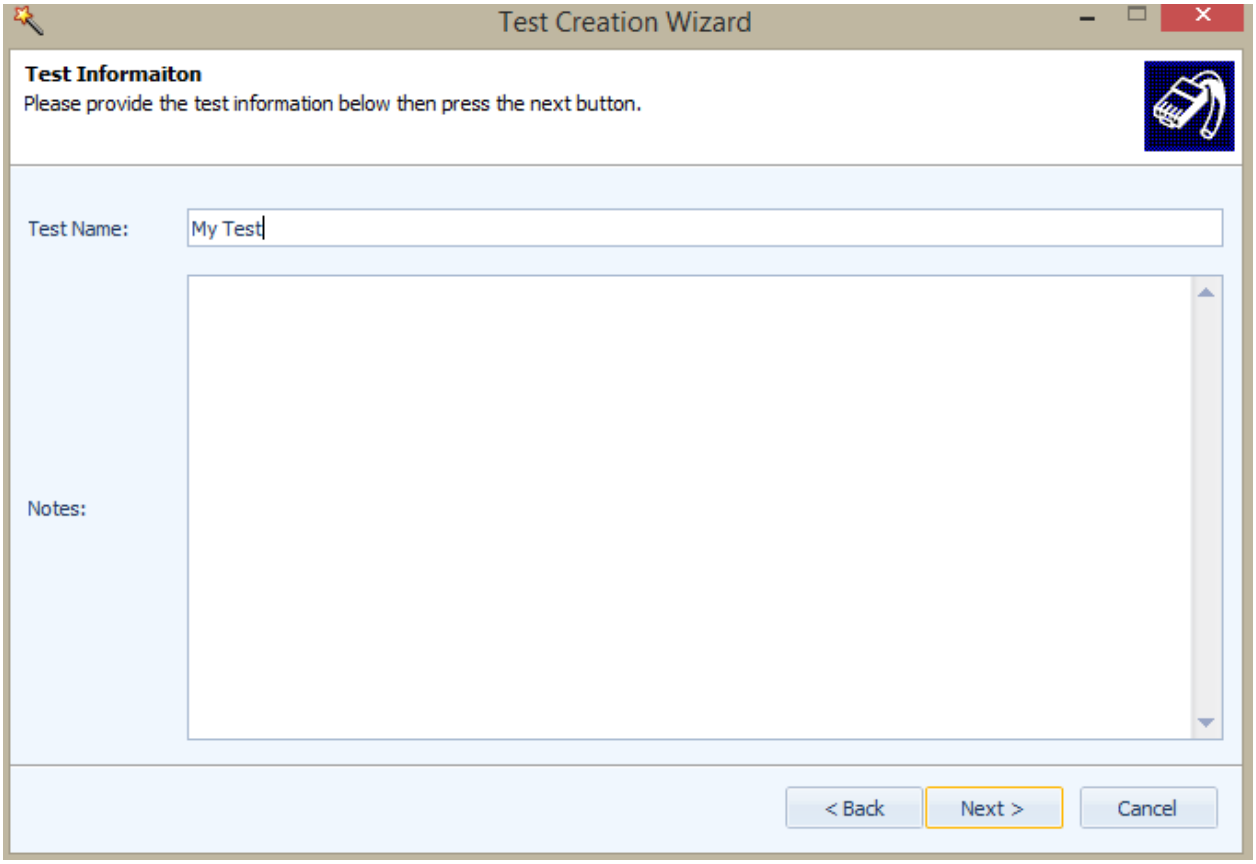
16. Assemble Test-Forms

- First, select the mode by clicking on the **Tests** on the lower right panel.



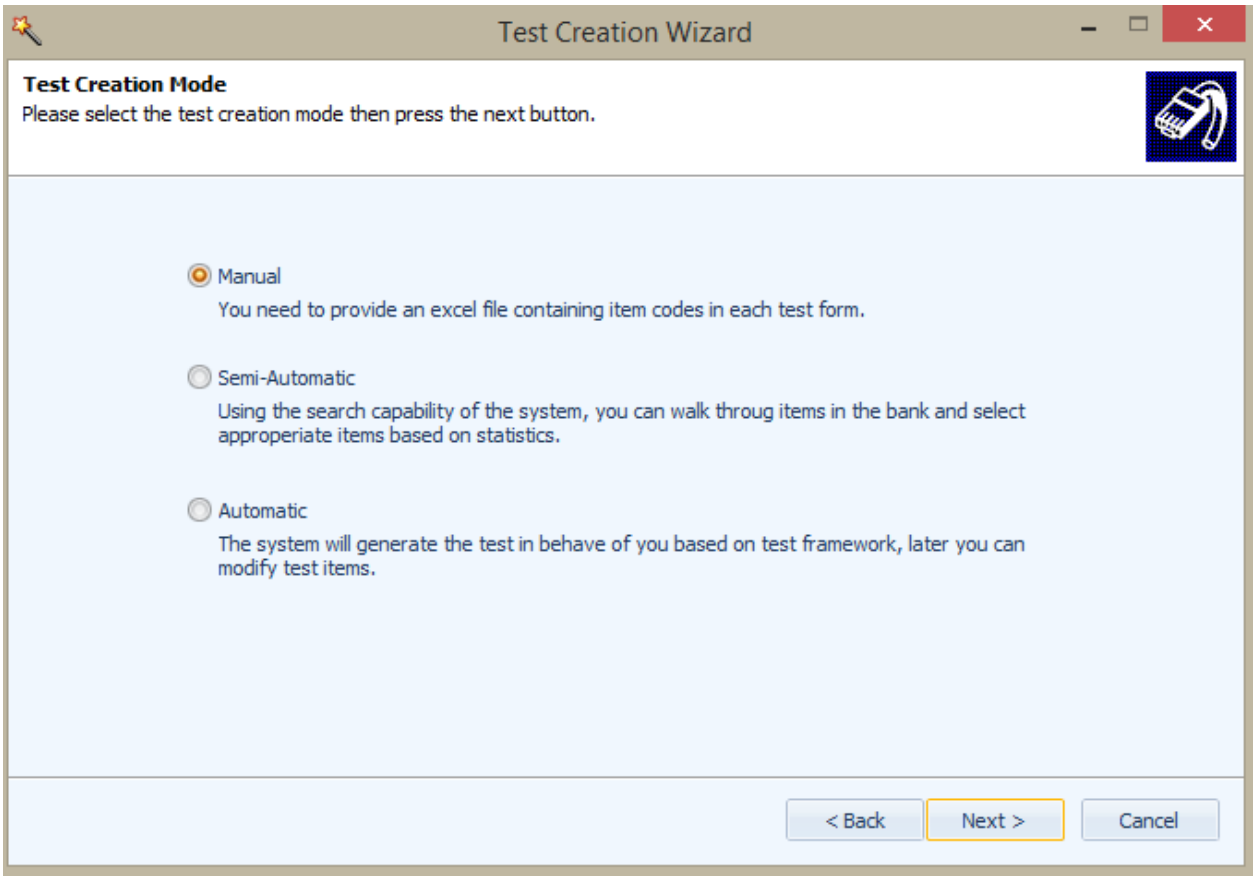
- The **Tests** toolbar will appear.
- Click on **Create Test** and follow the wizard to define your test.



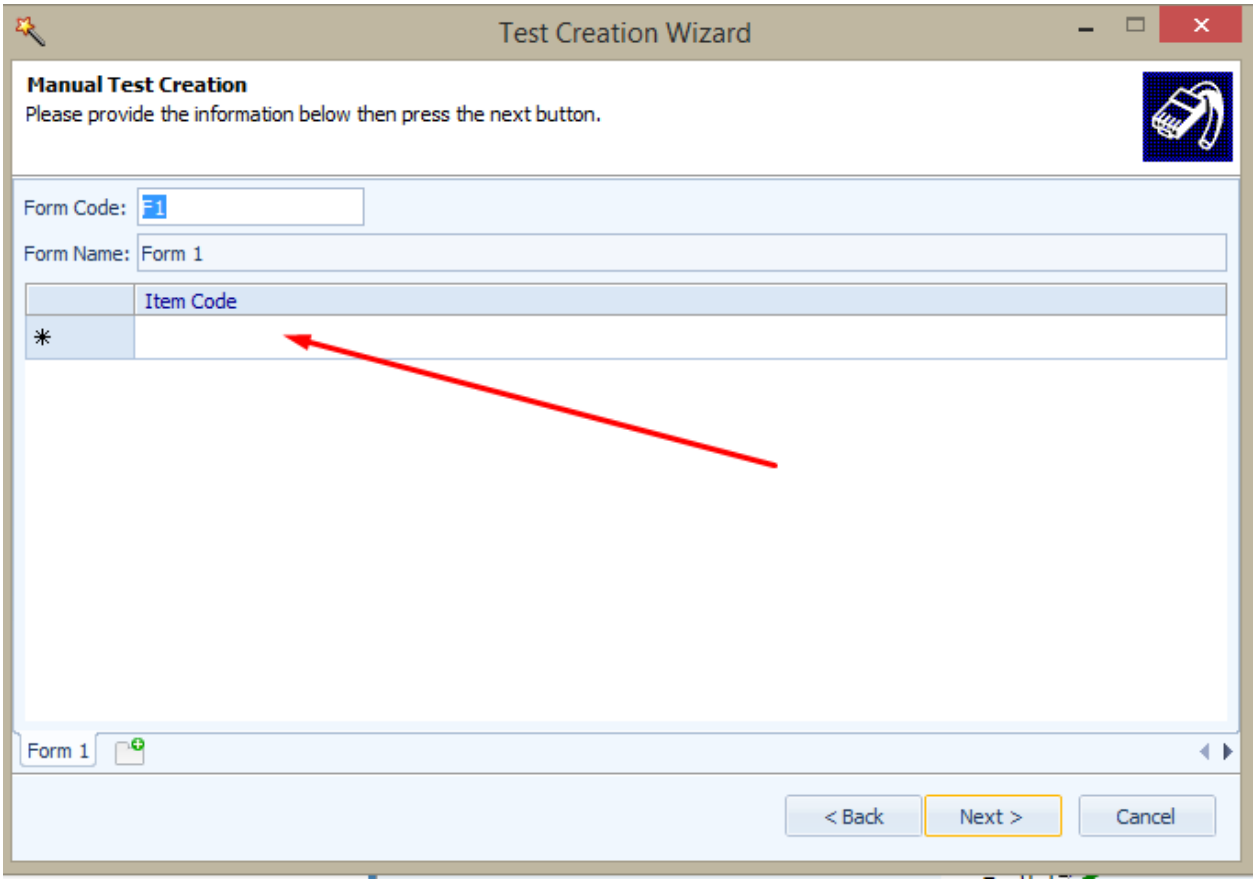


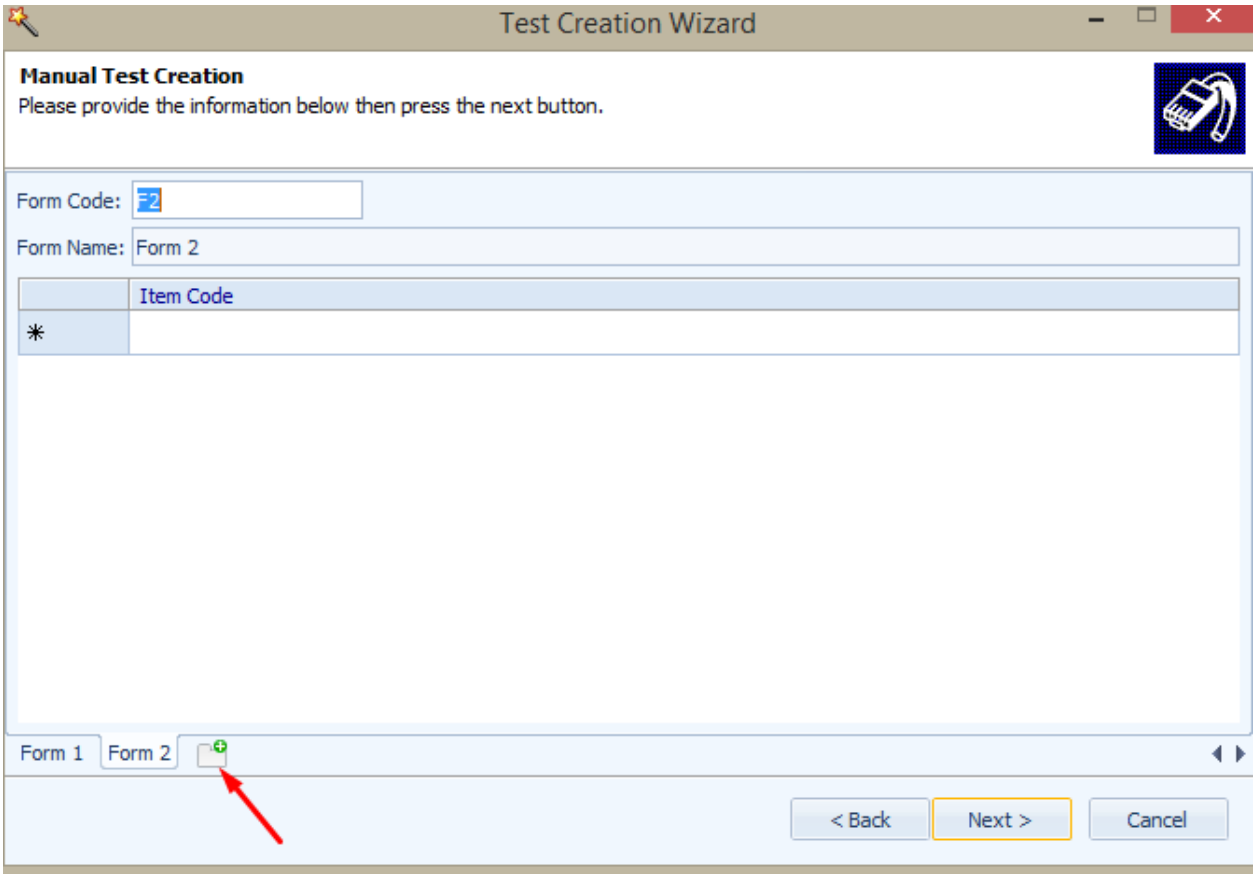
- You will have three creation mode. You have to select only one. See the details on the next session.

16.1. Manual Form Assembly

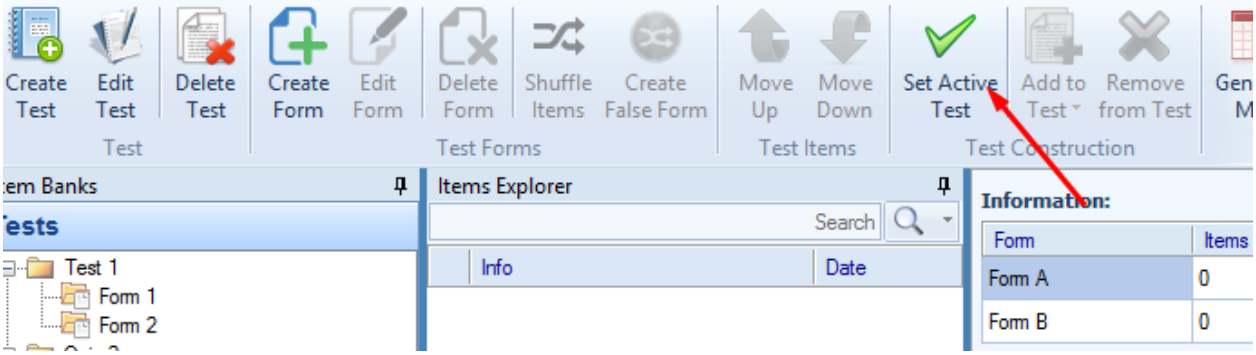

Test Creation Wizard
Test Creation Mode
Please select the test creation mode then press the next button.
Manual
You need to provide an excel file containing item codes in each test form.
Semi-Automatic
Using the search capability of the system, you can walk throug items in the bank and select approperiate items based on statistics.
Automatic
The system will generate the test in behave of you based on test framework, later you can modify test items.
< Back
Next >
Cancel

- After selecting the manual, mode you can put in the items codes directly if you have them.
- You can also add another form by clicking on the add button (+).
- Click next you can still add items.

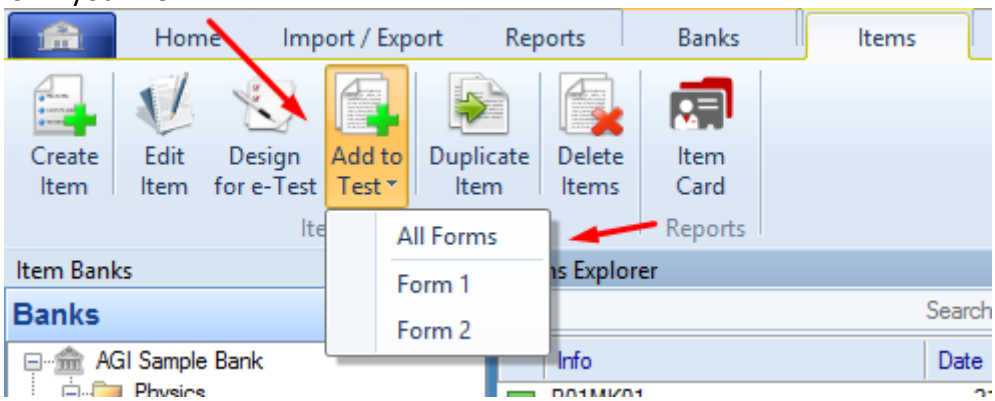

Test Creation Wizard
Manual Test Creation
Please provide the information below then press the next button.
Form Code: F1
Form Name: Form 1
Item Code
Form 1
< Back
Next >
Cancel


Test Creation Wizard
Manual Test Creation
Please provide the information below then press the next button.
Form Code: F2
Form Name: Form 2
Item Code
Form 1
Form 2
< Back
Next >
Cancel

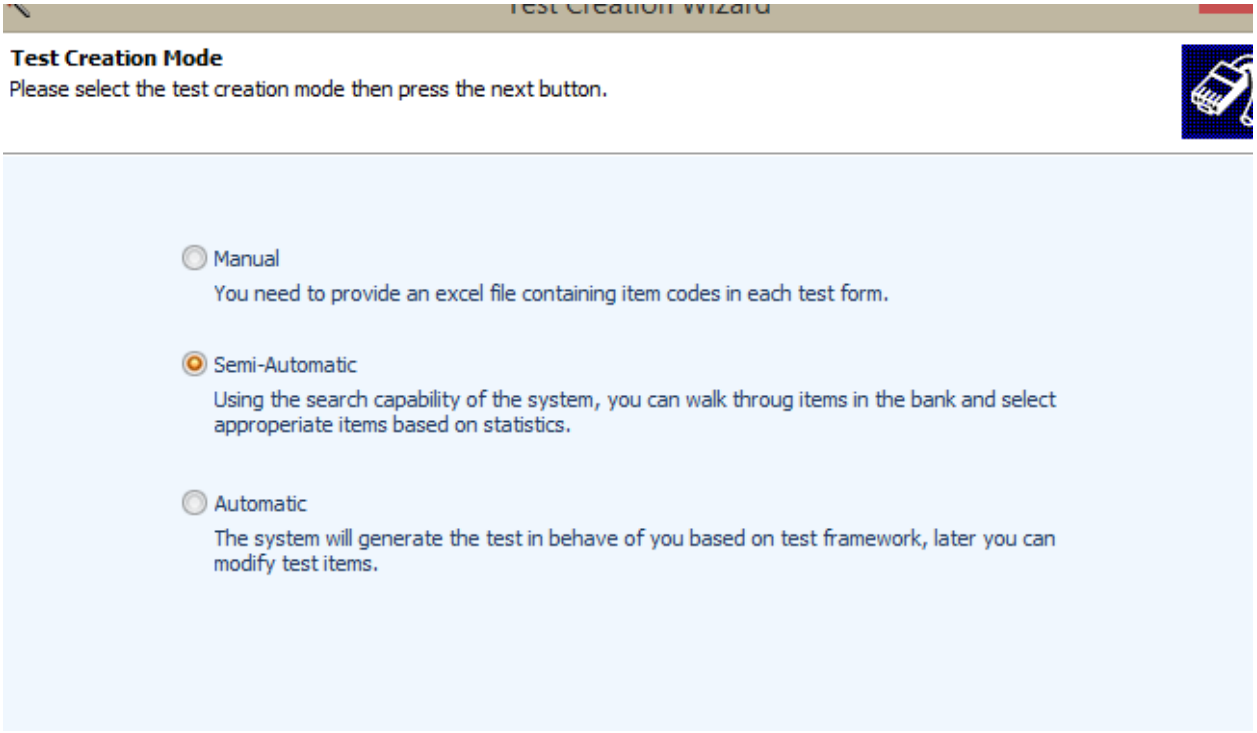
- To add items to the test after clicking **Finish**, select the test and click on **Set Active Test.**



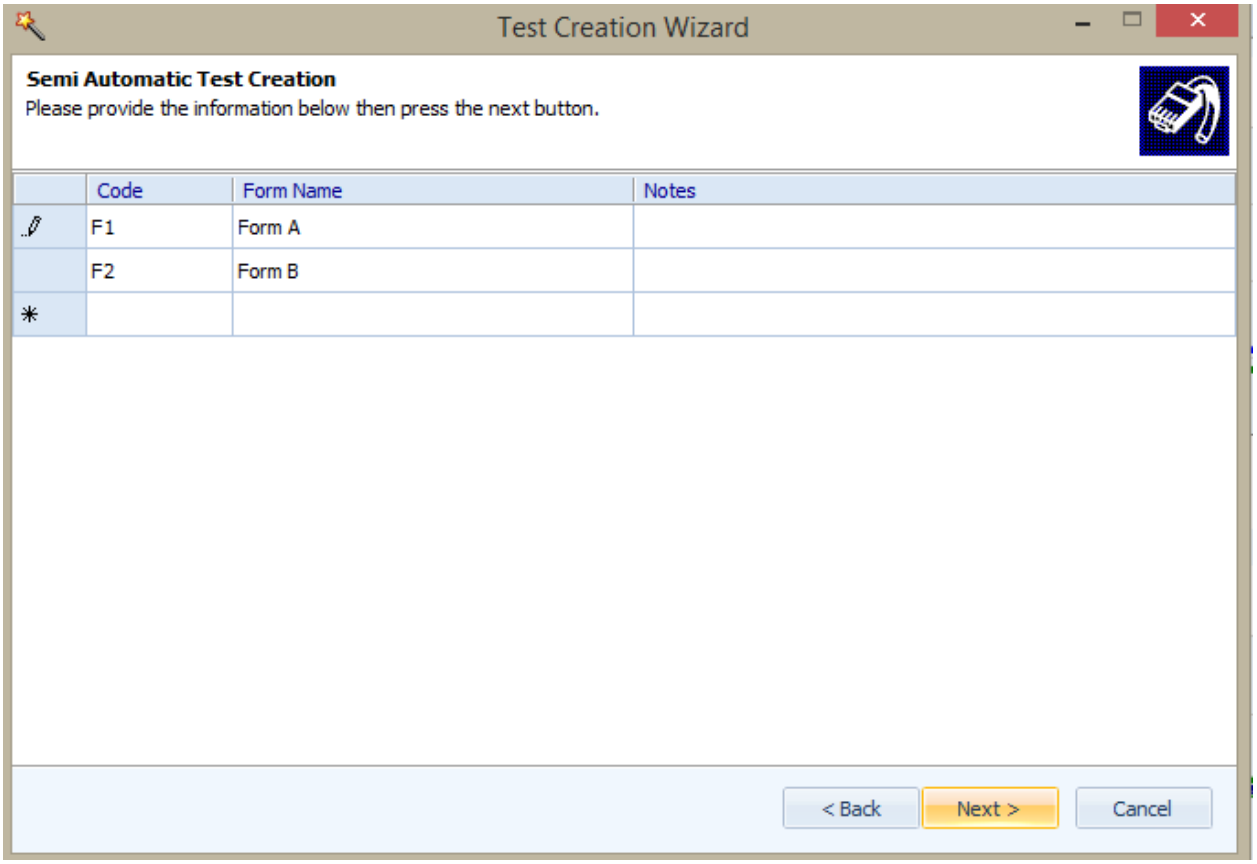
- Select the item and click on **Add to Test**, and selecting to add the item to **All Forms** or select any form you like.



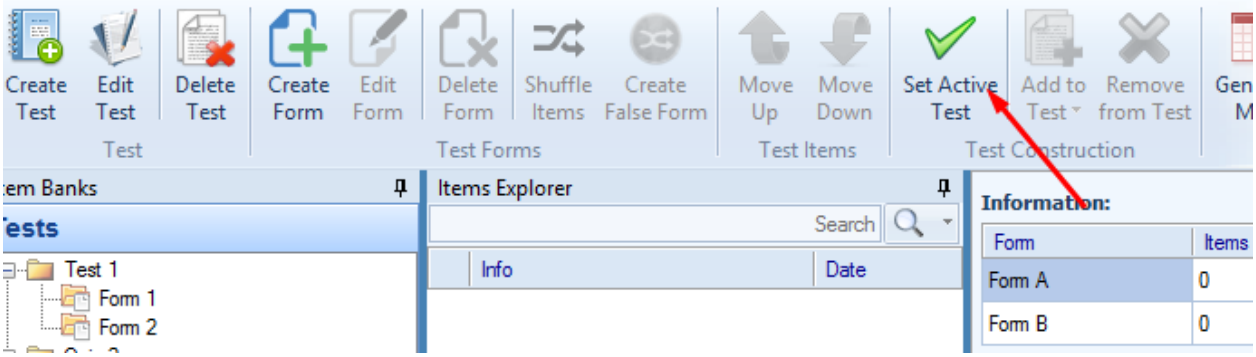
16.2. Semi-Automatic Form Assembly


Test Creation Mode
Please select the test creation mode then press the next button.
Manual
You need to provide an excel file containing item codes in each test form.
Semi-Automatic
Using the search capability of the system, you can walk throug items in the bank and select approperiate items based on statistics.
Automatic
The system will generate the test in behave of you based on test framework, later you can modify test items.

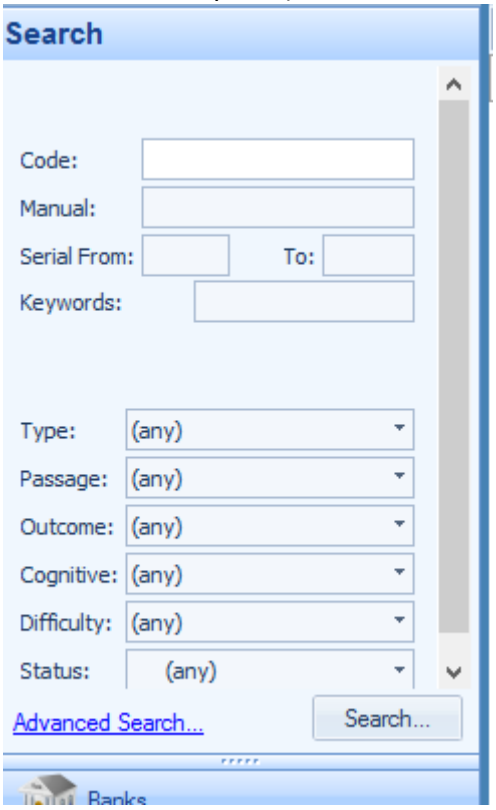
- Select the Semi-Automatic creation mode and add the forms codes and names.



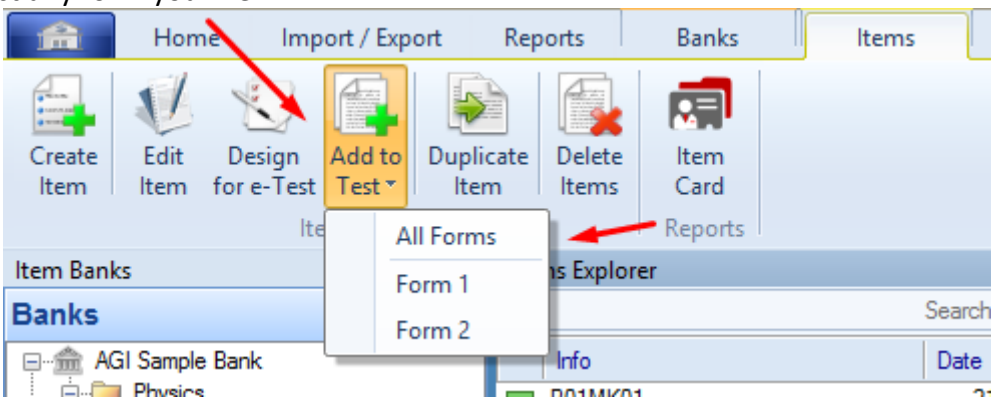
- Set the form as active by selecting the test and clicking on **Set Active Test.**



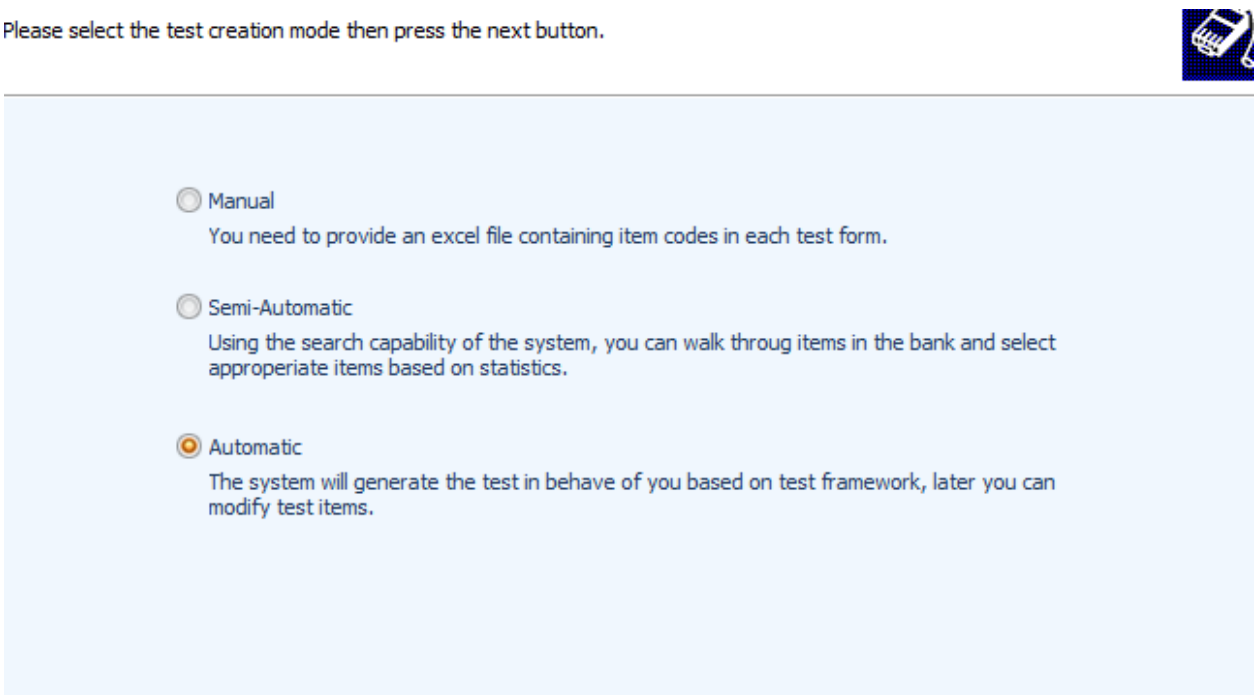
- Use the **Search** mode (on the lower left panel), and write down your search criteria.



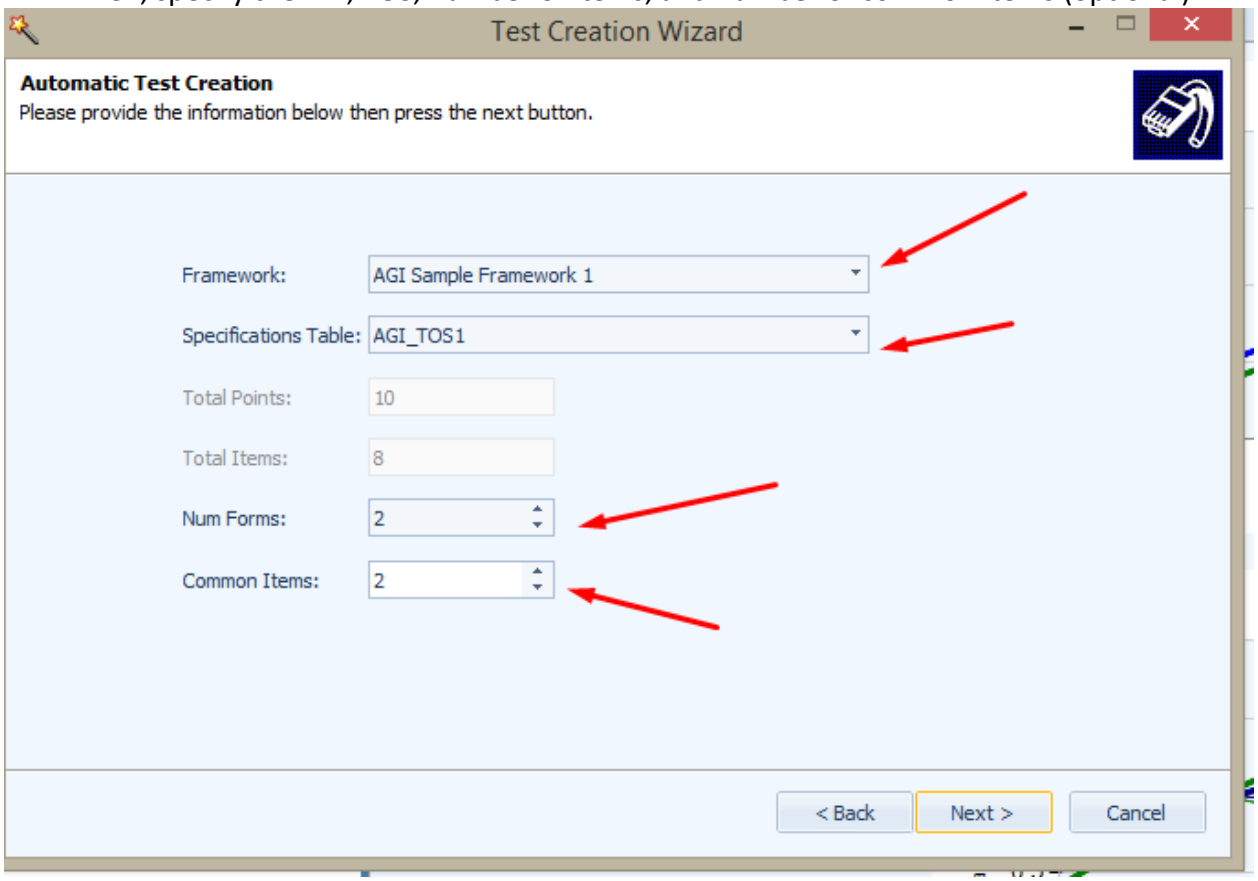
- The, select the item and click on **Add to Test**, and selecting to add the item to **All Forms** or select any form you like.



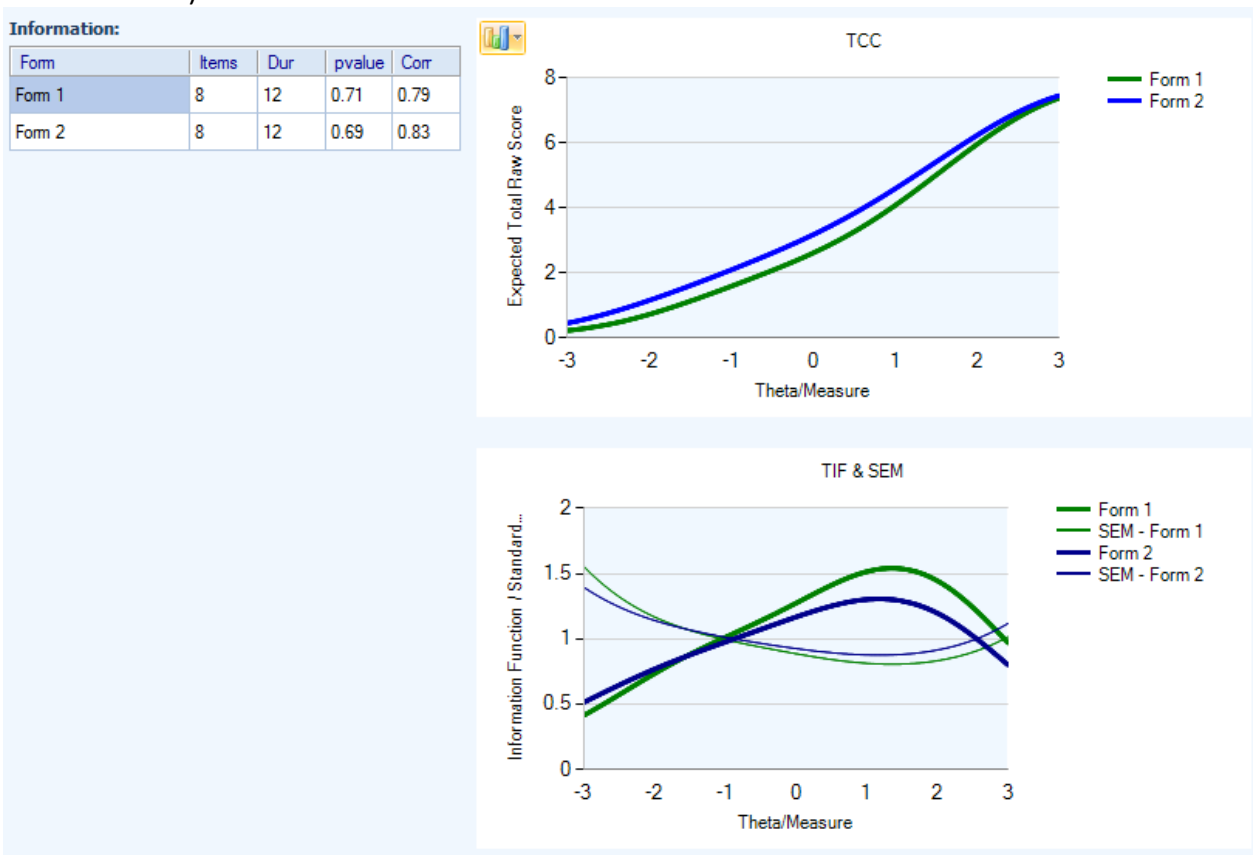
16.3. Automatic Form Assembly


Please select the test creation mode then press the next button.
Manual
You need to provide an excel file containing item codes in each test form.
Semi-Automatic
Using the search capability of the system, you can walk throug items in the bank and select approperiate items based on statistics.
Automatic
The system will generate the test in behave of you based on test framework, later you can modify test items.

- Select the automatic creation mode.
- Then, specify the FW, TOS, number of items, and number of common items (optional).

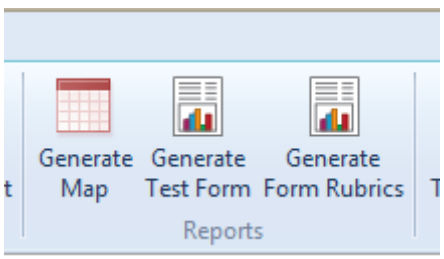


- Click on **Next** and **Finish**.
- The test forms will be created automatically.
- If test items has statistics stored, will be get some overall indicators and IRT charts (TCC, TIF and SEM).

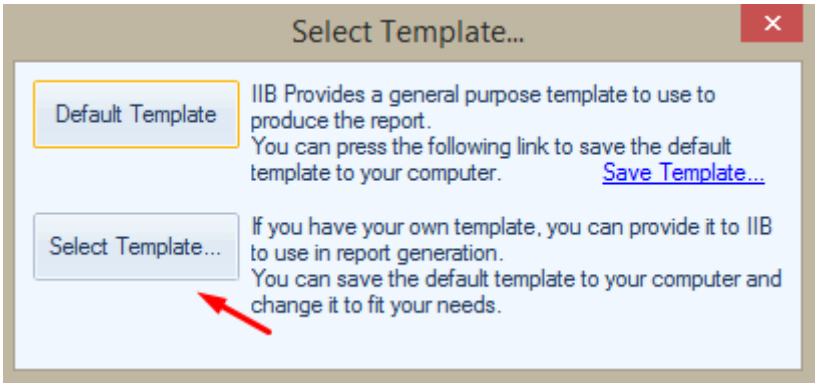


16.4. Exporting Test Forms

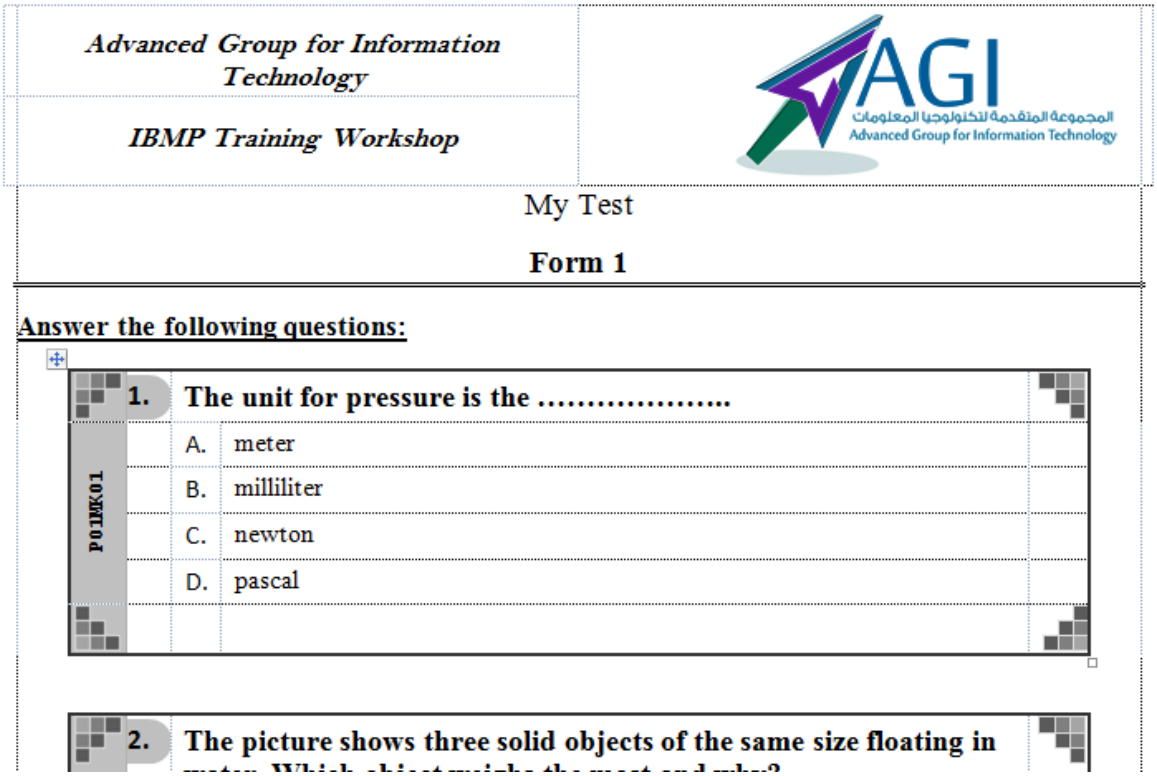
- Select the Test form.
- To export the test file, click on **Reports toolbar**.
- Click on **Generate Test Form.**



- Select the Test Template you prepared on **MS Word.**
- You can also use the default template or save it and modify the file to create your own.


Select Template...
Default Template
IIB Provides a general purpose template to use to produce the report.
You can press the following link to save the default template to your computer.
Save Template...
Select Template...
If you have your own template, you can provide it to IIB to use in report generation.
You can save the default template to your computer and change it to fit your needs.

- Now, you have the test on MS Word. You can review the layout the save it.



Advanced Group for Information Technology

IBMP Training Workshop

My Test

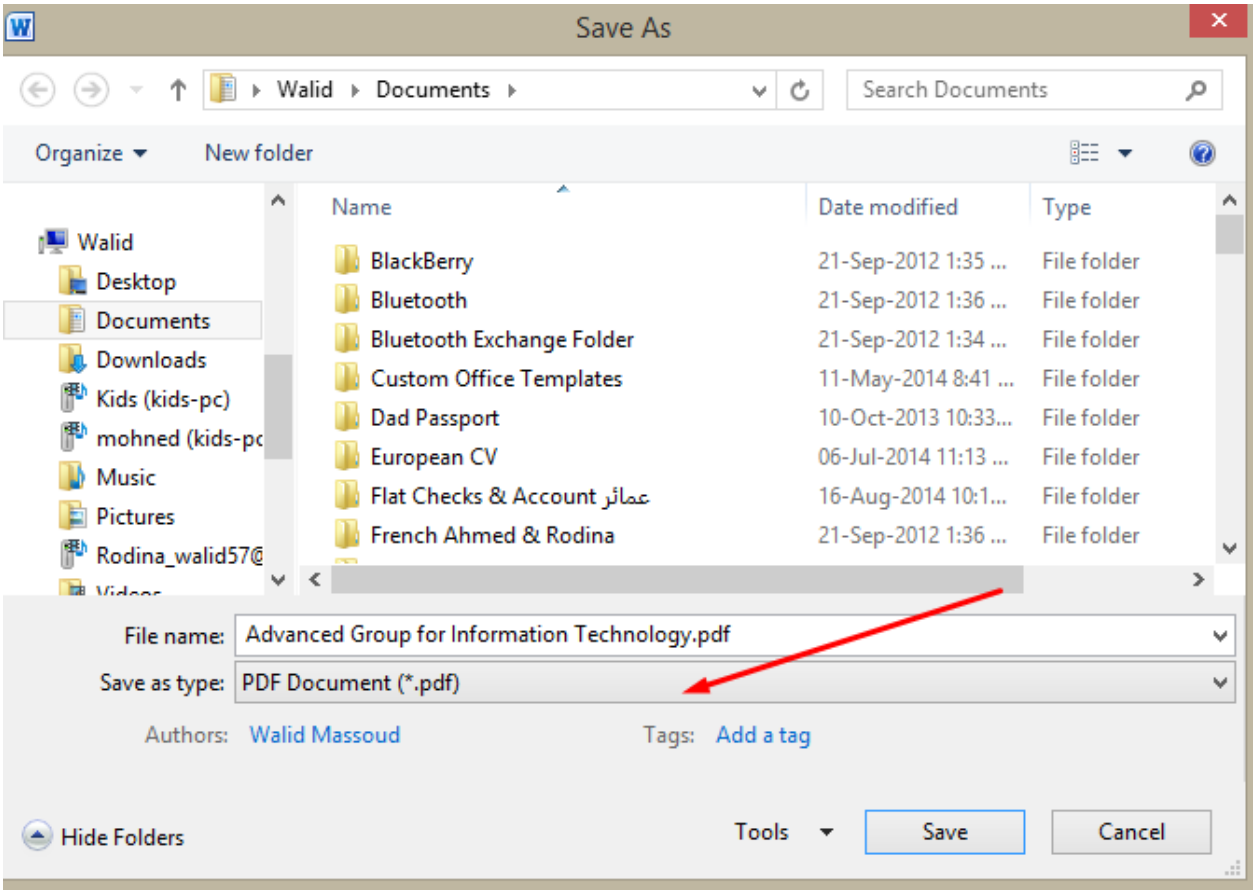
Form 1

Answer the following questions:

P01MK01	**1.**	**The unit for pressure is the ……..**
	A.	meter
	B.	milliliter
	C.	newton
	D.	pascal

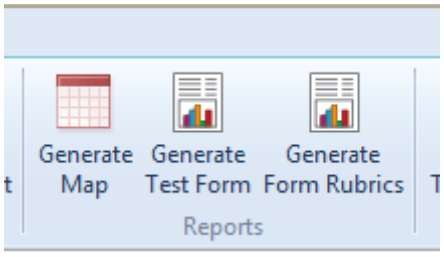
2. **The picture shows three solid objects of the same size floating in**

- You can also **Save As** the file as PDF.

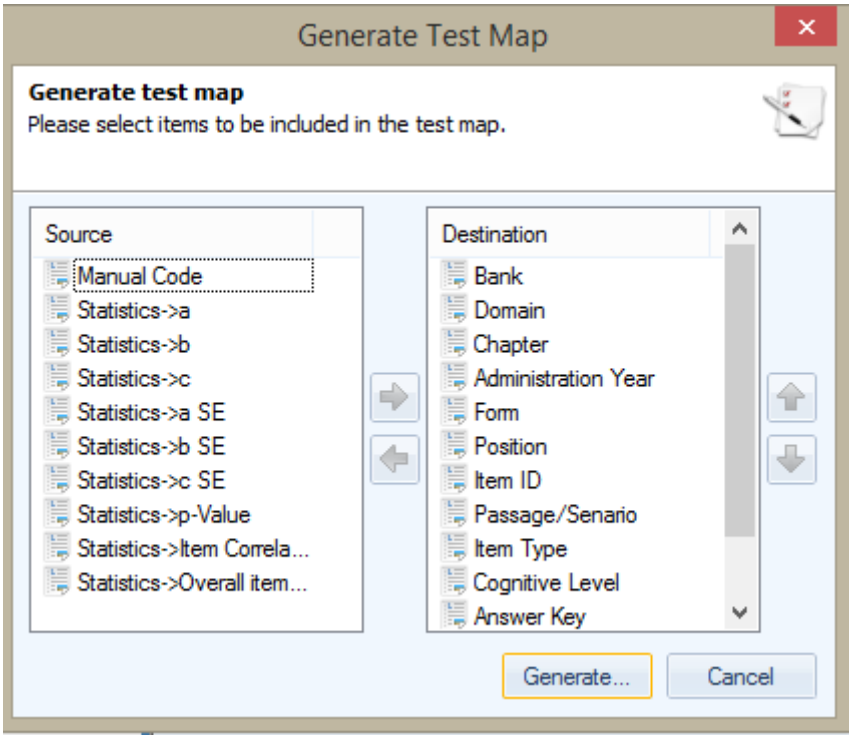


16.5. Exporting Test Maps

- Select the Test form.
- To export the test Map, click on **Reports toolbar**.
- Click on **Generate Map.**



- Select the fields you like to appear on the map.



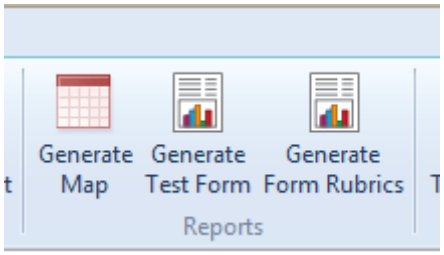
- Click on **Generate** and get the excel file opened for you.

A2 F1

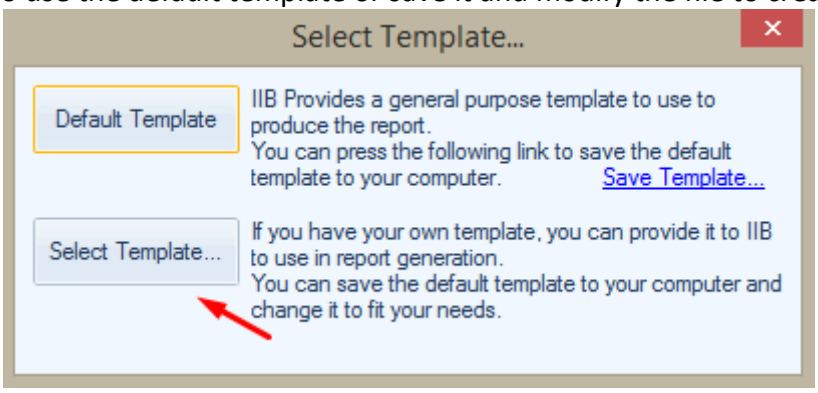
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Bank	**Domain**	**Chapter**	**Admin**	**Form**	**Position**	**ItemID**	**Passage**	**Type**	**Level**	**Key**	**Score**	
	FT	P	01	2014	F1	1	P01MK01		M	K	4	1	
	FT	P	01	2014	F1	2	P01CC07		C	C		2	
	FT	P	01	2014	F1	3	P01MK03		M	K	2	1	
	FT	P	01	2014	F1	4	P01MU05		M	U	2	1	
	FT	B	01	2014	F1	5	B01MK10		M	K	4	1	
	FT	B	01	2014	F1	6	B01CC16		C	C		2	
	FT	B	01	2014	F1	7	B01MK12		M	K	2	1	
	FT	B	01	2014	F1	8	B01MU14		M	U	4	1	

16.6. Exporting Scoring Key and Rubric

- Select the Test form.
- To export the test file, click on **Reports toolbar**.
- Click on **Generate Form Rubric.**



- Select the Template you prepared on **MS Word or use the Default one.**
- You can also use the default template or save it and modify the file to create your own.


Select Template...
Default Template
IIB Provides a general purpose template to use to produce the report.
You can press the following link to save the default template to your computer.
Save Template...
Select Template...
If you have your own template, you can provide it to IIB to use in report generation.
You can save the default template to your computer and change it to fit your needs.

- Now, you have the Key and the Scoring Rubric for the open ended items on MS Word. You can review the layout the save it and use.

Test 1- Form 1

Rubrics:

1.	**P01MK01**	**MCQ**

4

2.	**P01CC07**	**CR**

2 = Write all the complete answer

1 = Partial answer

0 = Wrong answer